

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES  
DEPARTMENT OF PROPERTY AND PROCUREMENT  
PROCUREMENT DIVISION

INVITATION BID & AWARD SUPPLY CONTRACT	CONTRACT NO.	PAGE NO.	NO. OF PAGES
	ORDER NO.	1	76
ISSUED BY Department of Property & Procurement Division of Procurement		ADDRESS 8201 Subbase, 3rd Floor St. Thomas, Virgin Islands 00802	

INVITATION FOR BIDS	
DATE ISSUED <b>July 8, 2020</b>	INVITATION NO. <b>IFB045GVIT20 (S)</b>
<p>Hand Deliver Bids in <b>quintuplicate (1 Original and 4 Copies)</b>, or via Email Submission at <b>ebids_proposals@dpp.vi.gov (One (1) copy)</b>, subject to (1) The Terms and Conditions of the Invitation for Bids, (2) General Provisions which are incorporated herein by reference, and (3) such other contract provisions and specifications as are attached or incorporated by reference will be received at the Department of Property and Procurement until <b>10:00 o'clock</b>, Atlantic Standard Time, not later than <b>Monday, August 3, 2020</b> and publicly open at <b>10:15 a.m.</b> for furnishing the supplies or services for delivery f.o.b. in ST THOMAS, VI</p> <p><i>General information and instructions to Bidders are contained in the terms and conditions on the reverse hereof.</i></p>	

SCHEDULE					
ITEM NO.	SUPPLIES OR SERVICES	QUANTITY (NO. OF UNITS)	UNIT	UNIT PRICE	AMOUNT
	Janitorial Service to Various Agencies of the Government of the Virgin Islands in the St. Thomas/ St. John District.				

BID	DATE OF BID
<p>IN COMPLIANCE WITH THE ABOVE THE UNDERSIGNED OFFERS AND AGREES, IF THIS BID BE ACCEPTED WITHIN _____ DAYS (30 calendar days unless a different period is inserted by the Bidder) FROM THE DATE OF OPENING TO FURNISH ANY OR ALL OF THE ITEMS UPON WHICH PRICES ARE QUOTED, AT THE PRICE SET OPPOSITE EACH ITEM, DELIVERED AT THE DESIGNATED POINTS WITHIN THE TIME SPECIFIED IN THE INVITATION. DISCOUNTS WILL BE ALLOWED FOR PROMPT PAYMENT AS FOLLOWS:</p> <p>_____ PERCENT, 20 CALENDAR DAYS; _____ PERCENT, 30 CALENDAR DAYS</p> <p>BIDDER REPRESENTS (Check appropriate boxes)</p> <p>(1) THAT HE IS _____, IS NOT _____, A SMALL BUSINESS CONCERN. IF BIDDER IS A SMALL BUSINESS CONCERN AND IS NOT THE MANUFACTURER OF THE SUPPLIES BID UPON, HE ALSO REPRESENTS THAT ALL SUPPLIES TO BE FURNISHED HEREUNDER WILL _____, WILL NOT _____, BE MANUFACTURED OR PRODUCED BY A SMALL BUSINESS CONCERN IN THE UNITED STATES, ITS TERRITORIES, ITS POSSESSIONS, OR THE COMMONWEALTH OF PUERTO RICO.</p> <p>(2) THAT HE IS A REGULAR DEALER IN _____, MANUFACTURER OF _____, THE SUPPLIES BID UPON.</p> <p>(3) (A) THAT HE HAS _____, HAS NOT _____, EMPLOYED OR RETAINED ANY COMPANY OR PERSON (OTHER THAN A FULL-TIME BONA FIDE EMPLOYEE WORKING SOLELY FOR THE BIDDER) TO SOLICIT OR SECURE THIS CONTRACT, AND (B) THAT HE HAS _____, HAS NOT _____, PAID OR AGREED TO PAY ANY COMPANY OR PERSON (OTHER THAN A FULL-TIME BONA FIDE EMPLOYEE WORKING SOLELY FOR THE BIDDER) ANY FEE, PERCENTAGE, COMMISSION, OR BROKERAGE FEE, CONTINGENT UPON OR RESULTING FROM THE AWARD OF THE CONTRACT; AND AGREES TO FURNISH INFORMATION RELATING TO (A) AND (B) ABOVE AS REQUESTED BY THE CONTRACTING OFFICER.</p> <p>(4) HE OPERATES AS AN INDIVIDUAL _____, PARTNERSHIP _____, CORPORATION _____, INCORPORATED IN THE TERRITORY OF THE VIRGIN ISLANDS</p> <p>(5) PREFERRED BIDDER: _____ A BONA FIDE CONTINUOUS RESIDENT OF THE VIRGIN ISLANDS FOR AT LEAST EIGHT (8) YEARS OR _____ WAS BORN IN THE VIRGIN ISLANDS; _____ A FIRM, PARTNERSHIP, OR CORPORATION IN WHICH AT LEAST FIFTY-ONE PERCENT (51%) OF THE LEGAL OR EQUITABLE OWNERSHIP IS HELD BY A PERSON OR PERSONS WHO HAVE BEEN BONA FIDE CONTINUOUS RESIDENTS OF THE VIRGIN ISLANDS FOR AT LEAST EIGHT (8) YEARS OR _____ WHO WERE BORN IN THE VIRGIN ISLANDS; _____ SAID PERSON, FIRM, PARTNERSHIP, OR CORPORATION IS LICENSED IN AND MAINTAINS HIS OR ITS PRINCIPAL PLACE OF BUSINESS IN THE VIRGIN ISLANDS AND OWNS, OPERATES, OR MAINTAINS A STORE, WAREHOUSE, OR OTHER PLACE OF BUSINESS IN THE VIRGIN ISLANDS OR _____ THE DULY AUTHORIZED AGENT, DEALER, DISTRIBUTOR OR REPRESENTATIVE IN THE VIRGIN ISLANDS FOR THE MATERIALS, SUPPLIES, ARTICLES, OR EQUIPMENT OF THE GENERAL CHARACTER DESCRIBED BY THE SPECIFICATIONS AND REQUIRED UNDER THIS CONTRACT.</p>	

NAME & ADDRESS OF BIDDER (Street, City, State and Zip Code) (Type or Print)	SIGNATURE OF PERSON AUTHORIZED TO SIGN BID →
	TYPE OR PRINT SIGNER'S NAME & TITLE

AWARD		DATE OF AWARD
ACCEPTED AS TO ITEMS NUMBERED	AMOUNT	GOVERNMENT OF THE VIRGIN ISLANDS
SUBMIT INVOICE FOR PAYMENT TO: Department of Property and Procurement Subbase, 3rd Floor St. Thomas, Virgin Islands 00802		
8201		BY _____ Contracting Officer

<b>Standard Form 86</b> November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104. Rev. 3-18-08	<b>CONTINUATION SHEET</b> Janitorial Supply Contract	Contract, Order, or Invitation No. (As Applicable)	Page No.
<b>IFB045GVIT20 (S)</b>			
<b>ITEM NO.</b>	<b>SUPPLIES OR SERVICES</b>		<b>AMOUNT</b>
	<p style="text-align: center;"> <b>Government of the Virgin Islands</b>            St. Thomas, Virgin Islands 00802         </p> <p style="text-align: center;"> <b>JANITORIAL SERVICES</b> </p> <p> <b>Bid Sheet along with Scope of Work attached</b> </p> <p> <b>Notes:</b> </p> <p>           The bidder shall specify a unit and amount written or printed in ink or typewritten, for each item for which a quantity is given. In case of discrepancy between unit price and total, the unit price shall prevail.         </p>		
<b>Name of Bidder:</b>			

<b>Standard Form 86</b> November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104. Rev. 3-18-08	<b>CONTINUATION SHEET</b> Janitorial Supply Contract	Contract, Order, or Invitation No. (As Applicable)	Page No.
<b>IFB045GVIT20 (S)</b>			
<b>ITEM NO.</b>	<b>SUPPLIES OR SERVICES</b>	<b>AMOUNT</b>	
<div style="text-align: center; margin-top: 20px;"> <h2>NOTICE TO BIDDERS</h2> </div> <p>ALL INDIVIDUALS, FIRMS, PARTNERSHIPS, CORPORATIONS AND/OR JOINT VENTURES DOING BUSINESS WITH THE GOVERNMENT OF THE VIRGIN ISLANDS SHALL SUBMIT INFORMATION IN WRITING, OF THE <b>PHYSICAL LOCATION</b> OF THEIR PRINCIPAL PLACE OF BUSINESS. A POST OFFICE BOX MAILING ADDRESS ONLY WILL NOT SUFFICE.</p> <p>BIDDERS <b>MUST</b> INSERT THEIR E.I.N.-EMPLOYER'S IDENTIFICATION NUMBER ON PAGE 1 IN THE SECTION WHERE THE COMPANY'S NAME AND ADDRESS IS REQUIRED.</p> <p>PROSPECTIVE BIDDERS WILL BE REQUIRED TO FURNISH THE FOLLOWING DOCUMENTS WITH THEIR SUBMITTAL. FAILURE TO COMPLY WITH ALL THE REQUIREMENTS AS OUTLINED, <b>MAY</b> DISQUALIFY THE BIDDER.</p> <ul style="list-style-type: none"> <li><b>A.</b> ORGANIZATION AND PERSONNEL</li> <li><b>B.</b> LISTING OF PROJECT EXPERIENCE WITHIN THE LAST 2 YEARS.</li> <li><b>C.</b> REFERENCES (2 minimum)</li> <li><b>D.</b> CURRENT VIRGIN ISLANDS BUSINESS LICENSE FOR THE TYPE OF SERVICE BEING REQUESTED</li> <li><b>E.</b> CERTIFICATE OF LIABILITY INSURANCE</li> <li><b>F.</b> CURRENT CERTIFICATE OF GOVERNMENT INSURANCE COVERAGE</li> <li><b>G.</b> CERTIFICATE OF GOOD STANDING</li> <li><b>H.</b> CORPORATE RESOLUTION EVIDENCING THE DIRECTORS/OFFICERS OF THE COMPANY</li> <li><b>I.</b> ARTICLES OF INCORPORATION/ ORGANIZATION, IF APPLICABLE</li> <li><b>J.</b> TRADE NAME CERTIFICATE</li> <li><b>K.</b> DUNS NUMBER AND SAM/CAGE CODE NUMBER</li> </ul> <p>"IT SHALL BE THE BIDDERS' RESPONSIBILITY TO DELIVER BID TO THE DESIGNATED LOCATION PRIOR TO THE BID TIME SPECIFIED ON PAGE 1 OF THIS INVITATION FOR BIDS."</p> <p>AWARD WILL BE MADE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER. UNDERBIDDING CAN DEEM YOUR BID NON-RESPONSIBLE."</p>			
<b>Name of Bidder:</b>			

<b>Standard Form 86</b> November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104. Rev. 3-18-08	<b>CONTINUATION SHEET</b> <b>Janitorial Supply Contract</b>	Contract, Order, or Invitation No. (As Applicable)  <b>IFB045GVIT20 (S)</b>	Page No.  
<b>ITEM NO.</b>	<b>SUPPLIES OR SERVICES</b>	<b>AMOUNT</b>	

**CONTRACT PERIOD:** The period of any contract entered into under this Invitation for Bids shall be for a period of one (1) year. **(October 1, 2020- September 30, 2021).**

**OPTION TO RENEW:** The service of this contract may be extended for an additional one (1) year period subject to the availability of funds.

**SUPPLEMENTARY PROVISIONS:** The application of all materials will be in such a manner so as not to cause harm to humans, foodstuff or equipment within the building and/or property.

The Contractor shall maintain on his own, Workmen's Compensation Insurance, Comprehensive General Liability Insurance against bodily injury with limits of \$100,000.00 and against property damage with limits of \$100,000.00, the cost of which shall be borne by the Contractor and maintained fully during the term of the Contract.

A copy of the Insurance listed herein shall be filed with the Department of Property & Procurement, 8201 Sub Base, 3rd Floor, St. Thomas, U. S. Virgin Islands 00802.

The Contractor shall be liable for loss or damages to property or persons, however, in no case shall such negligence be presumed or inferred.

The Contractor agrees not to refuse to hire or employ or to bar or discharge from employment any individual because of race, religion, color, or ancestry.

The Contractor hereby agrees to pay the existing minimum wages, Federal and/or Local taxes as may be applicable.

**PROMPT PAYMENT DISCOUNT:** Prompt payment discounts shall NOT be considered in the evaluation bids. Prompt payment discounts are removed as evaluation factors.

Although prompt payment discounts are not evaluated, any discount offered will form part of the award, and will be taken by the User Agency and the Department of Finance if payment is made within the discount period specified by

No discount offered for payments within less than thirty (30) calendar days will be considered. Paragraph 6a on Page 1 of the Bid Form is hereby deleted.

**EXPLANATION TO BIDDERS:** Any explanation desired by a bidder regarding the meaning or interpretation of this Invitation for Bids, specifications, etc., must be requested no later than **Friday, July 17, 2020 at 12:00 noon**, in writing to Assistant Commissioner, Lisa M. Alejandro at e-mail address, **[lisa.alejandro@dpp.vi.gov](mailto:lisa.alejandro@dpp.vi.gov)** and allow for sufficient time for a reply to reach said bidder before the submission of their bids. Any interpretation made will be in the form of an amendment to the Invitation for Bids, specifications, etc., and will be furnished to all prospective bidders.

**PREFERRED BIDDERS:** In addition to placing a check (✓) in the appropriate box on Page 1, Section 5 of this Bid, any Person, Firm, Partnership or Corporation name be added to a Preferred Bidders' List to be maintained by the Commissioner of the Department of Property & Procurement.

If bidder has not previously filed a notarized copy of the Preferred Bidders' Certificate with the Commissioner of the Department of Property & Procurement, Division of Procurement, 8201 Subbase, 3rd Floor Subbase, St. Thomas, U. S. Virgin Islands, or 3274 Estate Richmond, Christiansted, St. Croix, U.S. Virgin Islands, notarized, and submitted to the Division of Procurement not later than the date and hour of bid opening as specified on Page 1 of this bid. All bidders not complying with the procedures set forth herein and in accordance with Title 31 V. I. C. § 236 a, will not be considered eligible as Preferred Bidders for this Invitation for Bids.

**Name of Bidder:**

<b>Standard Form 86</b> November 1949 Edition General Services Administration Fed. Proc. Reg. (41 OFR) 1-16.107 36-104. Rev. 3-18-08	<b>CONTINUATION SHEET</b> Janitorial Supply Contract	Contract, Order, or Invitation No. (As Applicable)	Page No.
<b>IFB045GVIT20 (S)</b>			
<b>ITEM NO.</b>	<b>SUPPLIES OR SERVICES</b>	<b>AMOUNT</b>	
<p>Pursuant to Act No. 3072, approved July 29, 1971, amending Section 245 of Chapter 23, Title 31 of the Virgin Islands Code, each person who submits a bid in relation to any purchase in excess of \$1,000.00, under this Chapter, will disclose the Name and Address of each individual having a beneficial interest of more than five (5%) per Centum in the bidding enterprise, and if the bidder is a Corporation, the Names and Addresses of all its Officers and Directors.</p>			
<u>NAME</u>	<u>ADDRESS / PHONE</u>	<u>TITLE</u>	
<div style="text-align: center;"> <p>Open-Bid Meeting Information</p> <p><b>Teleconference Call</b></p> <p>Dia-In Number: 1 (712)451-0422</p> <p>Access Code: 164896</p> </div>			
<b>Name of Bidder:</b>			

<b>Standard Form 86</b> November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104, Rev. 3-18-08		<b>CONTINUATION SHEET</b> <b>(Janitorial Supply Contract)</b> <b>2021 Fiscal Year</b>		Contract, Order, or Invitation No. (As Applicable)	
				<b>IFB045GVIT20 (S)</b>	
<b>ITEM NO.</b>	<b>SUPPLIES OR SERVICES</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>	
<b>1</b>	<b><u>DEPARTMENT OF HUMAN SERVICES- STT</u></b>				
a	Sugar Estate Multi-Purpose Complex- (5x Per Week) Deep Cleaning Service	Per Day Quarterly	\$ _____ \$ _____	\$ _____ \$ _____	
b	Knud Hansen Complex (5x Per Week) Deep Cleaning Service	Per Day Quarterly	\$ _____ \$ _____	\$ _____ \$ _____	
c	Queen Louise Home (5x Per Week) Deep Cleaning Service	Per Day Quarterly	\$ _____ \$ _____	\$ _____ \$ _____	
d	Cruz Bay Multipurpose Center (5x Per Week) Deep Cleaning Service	Per Day Quarterly	\$ _____ \$ _____	\$ _____ \$ _____	
e	Wilhelm George Community Center (5x Per Week) Deep Cleaning Service	Per Day Quarterly	\$ _____ \$ _____	\$ _____ \$ _____	
f	Bovoni Head Start (5x Per Week) Deep Cleaning Service	Per Day Quarterly	\$ _____ \$ _____	\$ _____ \$ _____	
g	Bergs Home Community Center (5x Per Week) Deep Cleaning Service	Per Day Quarterly	\$ _____ \$ _____	\$ _____ \$ _____	
h	Romeo Malone Multi-Purpose Center (5x Per Week) Deep Cleaning Service	Per Day Quarterly	\$ _____ \$ _____	\$ _____ \$ _____	
<b>Contact Mr. Dale Donovan @ 340-774-0930</b>					
<b>2</b>	<b><u>BUREAU OF INTERNAL REVENUE-STT</u></b>				
a	Main Office-East End Plaza, Red Hook (5x Per Week) Deep Cleaning Service	Per Day Quarterly	\$ _____ \$ _____	\$ _____ \$ _____	
b	Excise Tax Division, Nisky Center (5x Per Week) Deep Cleaning Service	Per Day Quarterly	\$ _____ \$ _____	\$ _____ \$ _____	
c	Government Complex- St.John, BIR and BMV Office) (5x Per Week) <b>Janitorial Service at this location includes the cleaning of both the offices of BIR and BMV.</b> Deep Cleaning Service	Per Day Quarterly	\$ _____ \$ _____	\$ _____ \$ _____	
<b>Contact Mrs. Averyl Thomas-Fabian @ 340-715-1040</b>					
<b>Standard Form 86</b> November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104		<b>CONTINUATION SHEET</b> <b>(Supply Contract)</b>		Contract, Order, or Invitation No. (As Applicable)	
<b>ITEM NO.</b>	<b>SUPPLIES OR SERVICES</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>	
<b>3</b>	<b><u>VIRGIN ISLANDS POLICE DEPARTMENT- STT/STJ</u></b>				
	Alexander Farrelly Criminal Justice Complex, 1st and 2nd Floor (STT)				
a	Weekly Cleaning (5x per week: M-F)	Per Day	\$ _____	\$ _____	
	Forensic Building - Subbase (STT)				
b	Weekly Cleaning (3x per week: M,W,F)	Per Day	\$ _____	\$ _____	

c	Special Operations Bureau (STT) Weekly Cleaning (3x per week: M,W,F)	Per Day	\$ _____	\$ _____
d	Leander Jurgen Command (STJ) Weekly Cleaning (3x per week: M,W,F)	Per Day	\$ _____	\$ _____
e	Intel Unit (STT) Weekly Cleaning (2x per week: T & Th)	Per Day	\$ _____	\$ _____
f	Zone C - Annas Retreat (STT) Weekly Cleaning (5x per week: M-F)	Per Day	\$ _____	\$ _____
	<b>Contact Mr. Ken Farrington @ 340-715-5546</b>			
4	<b><u>OFFICE OF THE SUPERVISOR OF ELECTIONS- STT/STJ</u></b>			
a	<b>St. Thomas Location-</b> Unit B-2, Banco Popular Building, 2nd Floor (2x per week)	Per Day	\$ _____	\$ _____
b	<b>St. John Location-</b> Market Palce Suite 101A and B. No. 4 (2x per week)	Per Day	\$ _____	\$ _____
	<b>Contact Ms. Kevermay Douglas @ 340-774-3107</b>			
5	<b><u>VIRGIN ISLANDS FIRE SERVICE- STT</u></b>			
a	Administrative Office- Omar Brown Sr. Fire Station (2x per week)	Per Day	\$ _____	\$ _____
	<b>Contact Ms. Theolinda Francis @ 340-774-7610</b>			
6	<b><u>DEPARTMENT OF PROPERTY AND PROCUREMENT- STT</u></b>			
a	Main Building, Division of Printing, Division of Central Stores and Division of Transportation (Subbase) (2x per week)	Per Day	\$ _____	\$ _____
	Deep Cleaning Service (2x per year)	Bi-Annually	\$ _____	\$ _____
	<b>Contact Mr. Vincent Richards @ 340-774-0828</b>			
7	<b><u>VIRGIN ISLAND NATIONAL GUARD- STT</u></b>			
a	Estate Nazareth Military Compound			
	SFC Leonard B. Francis (LBF) Readiness Center (3x per week)	Per Day	\$ _____	\$ _____
	Deep Cleaning Service	Quarterly	\$ _____	\$ _____
b	Field Maintenance Shop (FMS) (2x per week)	Per Day	\$ _____	\$ _____
	Deep Cleaning Service	Quarterly	\$ _____	\$ _____
c	The Gym (2x per week)	Per Day	\$ _____	\$ _____
	Deep Cleaning Service	Quarterly	\$ _____	\$ _____

d	Recruiting and Retention Office (Nisky Center) (2x per week)	Per Day	\$ _____	\$ _____
	Deep Cleaning Service  Contact Mr. Byron A. Todman @ 340-712-7725	Quarterly	\$ _____	\$ _____
8	<b><u>OFFICE OF THE LIEUTENANT GOVERNOR- STT/STJ</u></b>			
a	Nisky Center Location- Lower Level, 1st Floor and 2nd Floor (Daily) Steam Cleaning Carpets, Floors and Chairs	Per Day As Needed	\$ _____ \$ _____	\$ _____ \$ _____
b	Government Hill Location- 1st Floor, 2nd Floor and 3rd Floor (Daily) Steam Cleaning Carpets, Floors and Chairs	Per Day As Needed	\$ _____ \$ _____	\$ _____ \$ _____
c	Islandia Building, 2nd Floor, Cruz Bay, St. John Office (Daily) Steam Cleaning Carpets, Floors and Chairs	Per Day As Needed	\$ _____ \$ _____	\$ _____ \$ _____
	Contact Ms. Claudette Farrington @ 340-774-2991			
9	<b><u>BUREAU OF MOTOR VEHICLES</u></b>			
a	Main Office St. Thomas Location- Subbase- Receptionist Area, Breakroom, Administrator's Office, Rear Offices, 5 Bathrooms Trailers 1 and Trailer 2 (5x per week)	Per Day	\$ _____	\$ _____
b	St. John Location Receptionist Area, Breakroom, Administrator's Office, Rear Offices, 1 Restroom (5x per week)	Per Day	\$ _____	\$ _____
	Contact Ms. Janice Thomas @ 340-713-4268			
10	<b><u>DEPARTMENT OF JUSTICE</u></b>			
a	Main Building- 3438 Kronprindsend Gade, GERS Bldg., 2nd Floor, St. Thomas, VI 00802 Steam Cleaning of Carpets and Chairs Steam Cleaning of Vinyl Floors (2x per year)	Quarterly Bi-Annually	\$ _____ \$ _____	\$ _____ \$ _____
b	Paternity and Child Support (Nisky Center) (5x per week) Steam Cleaning of Carpets and Chairs Steam Cleaning of Vinyl Floors (2x per year)	Per Day Quarterly Bi-Annually	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
	Contact Ms. Claudette Georges @ 340-775-3070			
11	<b><u>DEPARTMENT OF HEALTH</u></b>			
a	Immunization Program- Barbel Plaza South, 2nd Floor (2x per week)	Per Day	\$ _____	\$ _____
	Contact Ms. Monifa G. Stout @ 340-776-1113			



12	<b><u>DEPARTMENT OF FINANCE</u></b>			
a	Main Buidling to include MIS Division (5x per week) Waxing of Flooring (4x per year) Facility Courtyard Washing (2x per month)  Contact Ms. Sadie Clendinen @ 340-774-4750	Per Day Quarterly Monthly	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
13	<b><u>BUREAU OF INFORMATION TECHNOLOGY</u></b>			
a	Main Office Nisky Center, Suite 600A (2x per week) Deep Cleaning (every 2 months)  Contact Ms. Hasina Harris @ 340-774-1013 x 5300	Per Day Per Service	\$ _____ \$ _____	\$ _____ \$ _____
14	<b><u>VIRGIN ISLANDS ENERGY OFFICE</u></b>			
a	Main Office Tutu Park Mall- Initial Cleaning (1x) Weekly Cleaning (1x weekly) Floor Stripping and refinishing; buff to shine (2x Per Year)  Contact Ms. Tess R. Berg @ 340-714-8436	Initial Per Day Bi-Annual	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
15	<b><u>DEPARTMENT OF AGRICULTURE</u></b>			
a	Main Building- Administrative Office Estate Dorothea  Contact Ms. Hannah Carty @ 340-774-5182	Per Day	\$ _____	\$ _____
16	<b><u>DEPARTMENT OF LICENSING AND CONSUMER AFFAIRS</u></b>			
a	Main Office Building (Subbase) (5x per week)  Contact Ms. Tiffany Grosvenor @ 340-714-3522	Per Day	\$ _____	\$ _____
17	<b><u>DEPARTMENT OF LABOR</u></b>			
a	Main Office Building (5x per week) Strip, Wax & Polish of Floor Tiles (Every 2 months)  Contact Ms. Brenda Kennings @ 340-776-3700	Per Day Per Service	\$ _____ \$ _____	\$ _____ \$ _____

Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104. Rev. 3-18-08		<b>CONTINUATION SHEET</b> <b>JANITORIAL SUPPLY CONTRACT</b>		Contract, Order, or Invitation No. (As Applicable)		Page
				<b>IFB045GVIT20 (S)</b>		
Item No.	Description of Item	QTY	UNIT	UNIT PRICE	AMOUNT	
	<b>The Berta C. Boschulte Jr. High School St. Thomas USVI</b>					
1	<b>WORK TO BE PERFORMED Daily:</b> Supply all labor and materials necessary to perform general cleaning and sanitary maintenance to (70) Classrooms, all bathrooms, PE Building, Administrative Offices, Hallways, Library.	223	Per Day	\$ _____	\$ _____	
2	<b>WORK TO BE PERFORMED Annually:</b> During Summer Break before the reopening of Schools: 1. Machine scrub and Wax floors, hallways, office areas, lounges, lobbies, etc. 2. Wash and sanitize waste baskets. 3. Clean carpets if necessary 4. Clean window louvers.	1	Ea.	\$ _____	\$ _____	
3	Emergency Janitorial, debris removal, and sanitization of desks, chairs, books in 70 classroom, administrative offices, and bathrooms	1	Ea.	\$ _____	\$ _____	
4	Add On- Mold Remediation to Emergency Janitorial Only	1	Ea.	\$ _____	\$ _____	
	<b>REQUIREMENTS:</b>					
	All work shall be performed in accordance with VIDE's Janitorial Services Scope of Work. The Department of Education has the Right to Schedule the Services at it's Discretion.					
	All cleaning materials shall be stored prior to use in a manner so as not to create a nuisance, hazard or otherwise to users of the premises.					
	<b>PRECAUTIONARY REQUIREMENTS &amp; CONDITIONS</b>					
	Offices, lounges, conference rooms and bathrooms are occupied during regular work hours; therefore the contractor shall perform the work daily 5:00 p.m. to completion.					
	The contractor shall be held liable for any and all damages incurred to the premises and/or individuals as a direct result of janitorial services being performed.					
	Subtotal				\$ -	
	<b>Total</b>					

Name of Bidder:

IFB045GVIT20 (S)

**CONTINUATION SHEET  
JANITORIAL SUPPLY CONTRACT**

Contract, Order, or Invitation No.  
(As Applicable)

Page

**IFB045GVIT20 (S)**

Item No.	Description of Item	QTY	UNIT	UNIT PRICE	AMOUNT
	<b>Yvonne Bowsky Elementary School</b>				
1	<b>WORK TO BE PERFORMED Daily:</b> Supply all labor and materials necessary to perform general cleaning and sanitary maintenance to (53) Classrooms, all bathrooms, Administrative Offices, Hallways, Library <b>See Attachment A .</b>	223	Per Day	\$ _____	\$ _____
2	<b>WORK TO BE PERFORMED Annually:</b> Summer Break before the reopening of Schools: 1. Machine scrub and Wax floors, hallways, office areas, lounges, lobbies, etc. 2. Wash and sanitize waste baskets. 3. Clean carpets if necessary 4. Clean window louvers.	1	Ea.	\$ _____	\$ _____
3	<b>Emergency Janitorial-</b> Debris Removal, and Sanitization Services to 53 classrooms and administrative offices	1	Each	\$ _____	\$ _____
4	Add-On Mold Remediation to Emergency Janitorial	1	Ea	\$ _____	\$ _____
	<b>REQUIREMENTS:</b>				
	All work shall be performed in accordance with VIDE's Janitorial Services Scope of Work. The Department of Education has the Right to Schedule the Services at it's Discretion.				
	All cleaning materials shall be stored prior to use in a manner so as not to create a nuisance, hazard or otherwise to users of the premises.				
	<b>PRECAUTIONARY REQUIREMENTS &amp; CONDITIONS</b>				
	Offices, lounges, conference rooms and bathrooms are occupied during regular work hours; therefore the contractor shall perform the work daily 4:00 p.m. to completion.				
	The contractor shall be held liable for any and all damages incurred to the premises and/or individuals as a direct result of janitorial services being performed.				
	Subtotal				\$ -
	<b>TOTAL</b>				

Name of Bidder:

IFB045GVIT20 (S)

Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104. Rev. 3-18-08		<b>CONTINUATION SHEET</b> <b>JANITORIAL SUPPLY CONTRACT</b>		Contract, Order, or Invitation No. (As Applicable)		Page	
				<b>IFB045GVIT20 (S)</b>			
Item No.	Description of Item	QTY	UNIT	UNIT PRICE	AMOUNT		
	<b>Charlotte Amalie High School</b>						
<u>1</u>	<b>Work To Be Performed Daily:</b> Supply all labor and materials necessary to perform general cleaning, sanitary maintenance to Modular classrooms and daily ground maintenance.	223	Per Day	\$_____	\$_____		
<u>2</u>	<b>WORK TO BE PERFORMED Annually:</b> During August Summer Break before the reopening of Schools: 1. Machine scrub and Wax floors, hallways, office areas, lounges, lobbies, etc. 2. Wash and sanitize waste baskets. 3. Clean carpets if necessary 4. Clean window louvers.	1	Ea.	\$_____	\$_____		
<u>3</u>	Emergency Janitorial- debris removal, and sanitization of all classrooms and administrative offices inclusive of desks, chairs, floors, and books in all areas described in scope of work below.	1	Ea	\$_____	\$_____		
<u>4</u>	Add on to Emergency Janitorial ONLY-Mold Remediation	1	Ea	\$_____	\$_____		
	<b>GENERAL AREAS:</b> Music Suite (including bathrooms), Auditorium (including bathrooms), Gymnasium (including bathrooms), and 12 regular and modular classrooms (old ROWSC campus) inclusive of all classrooms, administrative offices, and bathrooms						
	BUILDING N: Room Nos.: 101, 103, 105, 106, 201, 202, 203, 204, 205 & 206						
	HEALTH CLASSROOMS: H1, H2 & H3						
	MIS IV & AVIATION ROOMS						
	<b>CAMPUS GROUNDS:</b> From gate through front yard to gym, including bleachers. From front gate through back yard to kitchen area, and astern area from auto shops to tennis court.						
	<b>WORK TO BE PERFORMED DAILY IN CLASSROOMS:</b> 1. Empty all trash containers. 2. Sweep and mop floors 3. Clean Chalkboards 4. Wipe Windows						
	<b>WORK TO BE PERFORMED DAILY IN OFFICES:</b> 1. Empty all trash containers. 2. Sweep and sanitize floors						
	<b>WORK TO BE PERFORMED DAILY IN BATHROOMS:</b> 1. Empty all trash containers. 2. Sweep and mop floors 3. Sanitize & Clean Toilets and showers 4. Wipe Windows						

Name of Bidder:

IFB045GVIT20 (S)

Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104. Rev. 3-18-08		<b>CONTINUATION SHEET</b> <b>JANITORIAL SUPPLY CONTRACT</b>		Contract, Order, or Invitation No. (As Applicable)		<u>Page</u>
				<b>IFB045GVIT20 (S)</b>		
Item No.	Description of Item	QTY	UNIT	UNIT PRICE	AMOUNT	
	<b>PRECAUTIONARY REQUIREMENTS &amp; CONDITIONS</b>					
	Offices, lounges, conference rooms and bathrooms are occupies during regular work hours; therefore the contractor shall perform the work daily 4:00 p.m. to completion.					
	The contractor shall be held liable for any and all damages incurred to the premises and/or individuals as a direct result of janitorial services being performed.					
	Subtotal				\$ -	
	<b>TOTAL</b>				<b>\$ _____</b>	

Name of Bidder:

IFB045GVIT20 (S)

Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104. Rev. 3-18-08		<b>CONTINUATION SHEET</b> <b>JANITORIAL SUPPLY CONTRACT</b>		Contract, Order, or Invitation No. (As Applicable)		Page
				<b>IFB045GVIT20 (S)</b>		
Item No.	Description of Item	QTY	UNIT	UNIT PRICE	AMOUNT	
	<b>Addelita Cancryn Intermediate</b>					
1	<b>WORK TO BE PERFORMED Daily:</b> Supply all labor and materials necessary to perform general cleaning and sanitary maintenance to 39 Classrooms, 6 bathrooms, PE Building, Administrative Offices, and Library <b>See Attachment A .</b>	223	Per Day	\$ _____	\$ _____	
2	<b>WORK TO BE PERFORMED Bi - Annually:</b> Summer Break before the reopening of Schools: 1. Machine scrub and Wax floors, hallways, office areas, lounges, lobbies, etc. 2. Wash and sanitize waste baskets. 3. Clean carpets if necessary 4. Clean window louvers.	1	Ea.	\$ _____	\$ _____	
3	Emergency Janitorial, Debris removal and sanitization of 39 classrooms, 6 bathrrms, PE building, Administartive Offices, Library and Cafeteria	1	Ea.	\$ _____	\$ _____	
4	Add On-Mold Remediation to Emergency Janitorial	1	Ea.	\$ _____	\$ _____	
	<b>REQUIREMENTS:</b>					
	All work shall be performed in accordance with VIDE's Janitorial Services Scope of Work. The Department of Education has the Right to Schedule the Services at it's Discretion.					
	All cleaning materials shall be stored prior to use in a manner so as not to create a nuisance, hazard or otherwise to users of the premises.					
	<b>PRECAUTIONARY REQUIREMENTS &amp; CONDITIONS</b>					
	Offices, lounges, conference rooms and bathrooms are occupiees during regular work hours; therefore the contractor shall perform the work daily 5:00 p.m. to completion.					
	The contractor shall be held liable for any and all damages incurred to the premises and/or individuals as a direct result of janitorial services being performed.					
	Subtotal				\$ -	
	<b>Daily Rate (Subtotal / Billable Days)</b>					

Name of Bidder:

IFB045GVIT20 (S)

Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 OFR) 1-16.107 36-104. Rev. 3-18-08		<b>CONTINUATION SHEET</b> <b>JANITORIAL SUPPLY CONTRACT</b>		Contract, Order, or Invitation No. (As Applicable)		Page
				<b>IFB045GVIT20 (S)</b>		
Item No.	Description of Item	QTY	UNIT	UNIT PRICE	AMOUNT	
	Day Adult Education (Garden Street)- 1/1/2021-09/30/2021					
1	<b>WORK TO BE PERFORMED Daily:</b> Supply all labor and materials necessary to perform general cleaning and sanitary maintenance to approx. 3,000sq to include three (3) buildings which consists of bathrooms, Administrative Offices, Hallways. <b>Three days per week</b>	150	Per Day	\$ _____	\$ _____	
2	<b>WORK TO BE PERFORMED Annually:</b> During August Summer Break before the reopening of Schools: 1. Machine scrub and Wax floors, hallways, office areas, lounges, lobbies, etc. 2. Wash and sanitize waste baskets. 3. Clean carpets if necessary 4. Clean window louvers.	1	Ea.	\$ _____	\$ _____	
3	<b>Emergency Janitorial-</b> debris removal, and sanitization of desks chairs, floors, and books in administrative offices, bathrooms, hallways, and Conference Rooms.	1	Ea.	\$ _____	\$ _____	
4	Add On- Mold Remediation to Emergency Janitorial Only	1	Ea.	\$ _____	\$ _____	
	<b>REQUIREMENTS:</b>					
	All work shall be performed in accordance with VIDE's Janitorial Services Scope of Work. The Department of Education has the Right to Schedule the Services at it's Discretion.					
	All cleaning materials shall be stored prior to use in a manner so as not to create a nuisance, hazard or otherwise to users of the premises.					
	<b>PRECAUTIONARY REQUIREMENTS &amp; CONDITIONS</b>					
	Offices, lounges, conference rooms and bathrooms are occupied during regular work hours; therefore the contractor shall perform the work daily 5:00 p.m. to completion.					
	The contractor shall be held liable for any and all damages incurred to the premises and/or individuals as a direct result of janitorial services being performed.					
	Subtotal				\$ -	
	<b>Total</b>					

Name of Bidder:

IFB045GVIT20 (S)

Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 OFR) 1-16.107 36-104. Rev. 3-18-08		<b>CONTINUATION SHEET</b> <b>JANITORIAL SUPPLY CONTRACT</b>		Contract, Order, or Invitation No. (As Applicable)		<u>Page</u>
				<b>IFB045GVIT20 (S)</b>		
Item No.	Description of Item	QTY	UNIT	UNIT PRICE	AMOUNT	
	DEPARTMENT OF EDUCATION MAIN OFFICE Kongens Gade					
1	<b>WORK TO BE PERFORMED Daily:</b> Supply all labor and materials necessary to perform general cleaning and sanitary maintenance to (40) rooms, all bathrooms, Administrative Offices, Conference Room, and Hallways. See Attachment A .	243	Per Day	\$ _____	\$ _____	
2	<b>WORK TO BE PERFORMED Bi - Annually:</b> During August Summer Break before the reopening of Schools: 1. Machine scrub and Wax floors, hallways, office areas, lounges, lobbies, etc. 2. Wash and sanitize waste baskets. 3. Steam clean partitions	1	Ea.	\$ _____	\$ _____	
3	<b>Emergency Janitorial-</b> debris removal, and sanitization of desks chairs, floors, and books in 40 administrative offices, bathrooms, hallways, and Conference Rooms.	1	Ea.	\$ _____	\$ _____	
4	Add On- Mold Remediation to Emergency Janitorial Only	1	Ea.	\$ _____	\$ _____	
	<b>REQUIREMENTS:</b>					
	All work shall be performed in accordance with VIDE's Janitorial Services Scope of Work. The Department of Education has the Right to Schedule the Services at it's Discretion.					
	All cleaning materials shall be stored prior to use in a manner so as not to create a nuisance, hazard or otherwise to users of the premises.					
	<b>PRECAUTIONARY REQUIREMENTS &amp; CONDITIONS</b>					
	Offices, lounges, conference rooms and bathrooms are occupied during regular work hours; therefore the contractor shall perform the work daily 5:00 p.m. to completion.					
	The contractor shall be held liable for any and all damages incurred to the premises and/or individuals as a direct result of janitorial services being performed.					
	<b>Total</b>					

Name of Bidder:

IFB045GVIT20 (S)



Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104. Rev. 3-18-08		<b>CONTINUATION SHEET</b> <b>JANITORIAL SUPPLY CONTRACT</b>		Contract, Order, or Invitation No. (As Applicable)		Page	
				<b>IFB045GVIT20 (S)</b>			
Item No.	Description of Item	QTY	UNIT	UNIT PRICE	AMOUNT		
	<b>IVANNA EUDORA HIGH SCHOOL, St. Thomas USVI</b>						
<u>1</u>	Furnishing all labor and materials necessary to perform general cleaning, sanitary maintenance and ground maintenance.	223	Per Day	\$ _____	\$ _____		
<u>2</u>	<b>WORK TO BE PERFORMED</b> During July Summer Break before the reopening of Schools: 1. Machine scrub and Wax floors, hallways, office areas, lounges, lobbies, etc. 2. Wash and sanitize waste baskets.	1	Ea.	\$ _____	\$ _____		
<u>3</u>	Emergency Janitorial- debris removal, and sanitization of desks chairs, floors, and books in all classrooms described below, bathrooms, hallways. Machine Scurb and Wax floors	1	Ea.	\$ _____	\$ _____		
<u>4</u>	Add ON- Mold Remediation to Emergency Janitorial Only	1	Ea.	\$ _____	\$ _____		
	<b>SCOPE OF WORK:</b>						
	<b>GYMNASIUM:</b> All four (4) offices, three (3) classrooms, two (2) faculty bathrooms, male/female locker rooms & bathroom, three (3) hallways/corridors and the gymnasium floor to be cleaned daily						
	<b>ADMINISTRATION BUILDING:</b> Clean all offices, two (2) corridors/hallways, two (2) set of steps/stairs, one (1) classroom, one (1) library w/bathroom, cafeteria and male/female bathrooms, one (1) counselor office daily						
	<b>NURSE'S OFFICE</b> <i>with one (1) bathroom</i>						
	<b>COUNSELOR OFFICE</b>						
	<b>MAIN OFFICE SUITE</b>						
	<b>Exclusion from cleaning by the Janitorial Services will be:</b> <i>Computer Room &amp; Kitchen &amp; Service Area</i>						
	<b>Two-Story Building at the Rear or Back of School (Upper Level):</b> Clean all classrooms, hallways/corridors, stairs and bathrooms daily. Empty trash in hallways/corridors daily and pick up trash from grounds. Room Nos.: 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122A, 122B, 124, 125, 126, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 215, 216, 217, 218A, 218B, 219, 220, 221, 222, 223, 224, 225 & 226 and Male/Female Bathrooms on first and second floor: Also, clean eleven (11) modular Classrooms located throughout the school campus.						

Name of Bidder:

IFB045GVIT20 (S)

Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104. Rev. 3-18-08		<b>CONTINUATION SHEET</b> <b>JANITORIAL SUPPLY CONTRACT</b>		Contract, Order, or Invitation No. (As Applicable)		Page
				<b>IFB045GVIT20 (S)</b>		
Item No.	Description of Item	QTY	UNIT	UNIT PRICE	AMOUNT	
	<b>MODULAR CLASSROOMS (11)</b>					
	<b>Relocateable Buildings on Eastern End of Campus:</b> <i>Clean all twelve (12) classrooms and one (1) bathroom daily and Room Nos.: 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310 &amp; 311</i>					
	<b>JROTC BUILDING:</b> Clean two (2) classrooms and an office daily including the corridor/hallway					
	<b>Additional Rooms on the Upper Level in the Instructional Buildings:</b> <i>Room Nos.: 205, 211, 213, 215, 2216, 222A, 222B &amp; 224</i>					
	<b>WORK TO BE PERFORMED DAILY IN CLASSROOMS:</b> 1. Empty all trash containers. 2. Sweep and mop floors 3. Clean Chalkboards 4. Wipe Windows					
	<b>WORK TO BE PERFORMED DAILY IN OFFICES:</b> 1. Empty all trash containers. 2. Sweep and mop floors 3. Vacuum Rugs where needed 4. Wipe Windows					
	<b>WORK TO BE PERFORMED DAILY IN BATHROOMS:</b> 1. Empty all trash containers. 2. Sweep and mop floors 3. Sanitize & Clean Toilets 4. Wipe Windows					
	<b>CAMPUS GROUNDS:</b> Clean entire campus grounds daily and remove trash from premises, from the gate throughout the entire grounds to include the bus shed and gymnasium area.					
	Subtotal					

Name of Bidder:

IFB045GVIT20 (S)

Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 OFR) 1-16.107 36-104. Rev. 3-18-08		<b>CONTINUATION SHEET</b> <b>JANITORIAL SUPPLY CONTRACT</b>		Contract, Order, or Invitation No. (As Applicable)		Page
				<b>IFB045GVIT20 (S)</b>		
Item No.	Description of Item	QTY	UNIT	UNIT PRICE	AMOUNT	
	<b>Jane Tuitt Elementary School St. Thomas USVI</b>					
1	<b>WORK TO BE PERFORMED Daily:</b> Supply all labor and materials necessary to perform general cleaning and sanitary maintenance to (17) Classrooms, all bathrooms, PE Building, Administrative Offices, Hallways, Library. .	223	Per Day	\$ _____	\$ _____	
2	<b>WORK TO BE PERFORMED Annually:</b> Summer Break before the reopening of Schools: 1. Machine scrub and Wax floors, hallways, office areas, lounges, lobbies, etc. 2. Wash and sanitize waste baskets. 3. Clean carpets if necessary 4. Clean window louvers.	1	Ea.	\$ _____	\$ _____	
3	<b>Emergency Janitorial-</b> debris removal, and sanitization of desks chairs, floors, and books in all classrooms, administrative offices, bathrooms, hallways,	1	Ea.	\$ _____	\$ _____	
4	Add On- Mold Remediation to Emergency Janitorial Only	1	Ea.	\$ _____	\$ _____	
	<b>REQUIREMENTS:</b>					
	All work shall be performed in accordance with VIDE's Janitorial Services Scope of Work. The Department of Education has the Right to Schedule the Services at it's Discretion.					
	All cleaning materials shall be stored prior to use in a manner so as not to create a nuisance, hazard or otherwise to users of the premises.					
	<b>PRECAUTIONARY REQUIREMENTS &amp; CONDITIONS</b>					
	Offices, lounges, conference rooms and bathrooms are occuppies during regular work hours; therefore the contractor shall perform the work daily 5:00 p.m. to completion.					
	The contractor shall be held liable for any and all damages incurred to the premises and/or individuals as a direct result of janitorial services being performed.					
	Subtotal					
	<b>Daily Rate (Subtotal / Billable Days)</b>					

Name of Bidder:

IFB045GVIT20 (S)

Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 OFR) 1-16.107 36-104. Rev. 3-18-08		<b>CONTINUATION SHEET</b> <b>JANITORIAL SUPPLY CONTRACT</b>		Contract, Order, or Invitation No. (As Applicable)		Page
				<b>IFB045GVIT20 (S)</b>		
<b>Item No.</b>	<b>Description of Item</b>	<b>QTY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>	
	<b>DEPARTMENT OF EDUCATION JARVIS ANNEX Polyberg</b>					
1	<b>WORK TO BE PERFORMED Daily:</b> Supply all labor and materials necessary to perform general cleaning and sanitary maintenance to approx. 3,000sq to include three (3) buildings which consists of bathrooms, Administrative Offices, Hallways. <b>Three days per week</b>	150	Per Day	\$ _____	\$ _____	
2	<b>WORK TO BE PERFORMED Annually:</b> During August Summer Break before the reopening of Schools: 1. Machine scrub and Wax floors, hallways, office areas, lounges, lobbies, etc. 2. Wash and sanitize waste baskets. 3. Clean carpets if necessary 4. Clean window louvers.	1	Ea.	\$ _____	\$ _____	
3	<b>Emergency Janitorial-</b> debris removal, and sanitization of desks chairs, floors, and books in administrative offices, bathrooms, hallways, and Conference Rooms.	1	Ea.	\$ _____	\$ _____	
4	Add On- Mold Remediation to Emergency Janitorial Only	1	Ea	\$ _____	\$ _____	
	<b>REQUIREMENTS:</b>					
	All work shall be performed in accordance with VIDE's Janitorial Services Scope of Work. The Department of Education has the Right to Schedule the Services at it's Discretion.					
	All cleaning materials shall be stored prior to use in a manner so as not to create a nuisance, hazard or otherwise to users of the premises.					
	<b>PRECAUTIONARY REQUIREMENTS &amp; CONDITIONS</b>					
	Offices, lounges, conference rooms and bathrooms are occupied during regular work hours; therefore the contractor shall perform the work daily 5:00 p.m. to completion.					
	The contractor shall be held liable for any and all damages incurred to the premises and/or individuals as a direct result of janitorial services being performed.				\$ -	
	Subtotal					
	<b>Total</b>					

Name of Bidder:

IFB045GVIT20 (S)

**CONTINUATION SHEET**  
**JANITORIAL SUPPLY CONTRACT**

Contract, Order, or Invitation No.  
(As Applicable)

Page

**IFB045GVIT20 (S)**

Item No.	Description of Item	QTY	UNIT	UNIT PRICE	AMOUNT
	<b>JOSEPH GOMEZ Elementary School</b>				
1	<b>WORK TO BE PERFORMED Daily:</b> Supply all labor and materials necessary to perform general cleaning and sanitary maintenance to (50) Classrooms, all bathrooms, Administrative Offices, Hallways, Library <b>See Attachment A .</b>	<b>223</b>	<b>Per Day</b>	\$ _____	\$ _____
2	<b>WORK TO BE PERFORMED Annually:</b> Summer Break before the reopening of Schools: 1. Machine scrub and Wax floors, hallways, office areas, lounges, lobbies, etc. 2. Wash and sanitize waste baskets. 3. Clean carpets if necessary 4. Clean window louvers.	<b>1</b>	<b>Ea.</b>	\$ _____	\$ _____
3	<b>Emergency Janitorial-</b> Debris Removal, and Sanitization Services to 50 classrooms, administrative offices, bathrooms, and library	<b>1</b>	<b>Ea</b>	\$ _____	\$ _____
4	Add On- Mold Remediation to Emergency Janitorial Only	<b>1</b>	<b>Ea</b>	\$ _____	\$ _____
	<b>REQUIREMENTS:</b>				
	All work shall be performed in accordance with VIDE's Janitorial Services Scope of Work. The Department of Education has the Right to Schedule the Services at it's Discretion.				
	All cleaning materials shall be stored prior to use in a manner so as not to create a nuisance, hazard or otherwise to users of the premises.				
	<b>PRECAUTIONARY REQUIREMENTS &amp; CONDITIONS</b>				
	Offices, lounges, conference rooms and bathrooms are occupied during regular work hours; therefore the contractor shall perform the work daily 5:00 p.m. to completion.				
	The contractor shall be held liable for any and all damages incurred to the premises and/or individuals as a direct result of janitorial services being performed.				
	Subtotal				\$ -

Name of Bidder:

IFB045GVIT20 (S)

Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104. Rev. 3-18-08		<b>CONTINUATION SHEET</b> <b>JANITORIAL SUPPLY CONTRACT</b>		Contract, Order, or Invitation No. (As Applicable)		Page
				<b>IFB045GVIT20 (S)</b>		
Item No.	Description of Item	QTY	UNIT	UNIT PRICE	AMOUNT	
	Procurement Warehouse					
1	<b>WORK TO BE PERFORMED Daily:</b> Supply all labor and materials necessary to perform general cleaning and sanitary maintenance to four (4) bathrooms and two (2) administrative offices. Services to be provided 1x per week (Friday)	52	Per Day	\$ _____	\$ _____	
2	Emergency Janitorial-Debris Removal and Sanitization of desks, chairs and all bathrooms	1	Ea	\$ _____	\$ _____	
3	Add On- Mold Remediation to Emergency Janitorial Only	1	Ea	\$ _____	\$ _____	
	<b>REQUIREMENTS:</b>					
	All work shall be performed in accordance with VIDE's Janitorial Services Scope of Work. The Department of Education has the Right to Schedule the Services at it's Discretion.					
	All cleaning materials shall be stored prior to use in a manner so as not to create a nuisance, hazard or otherwise to users of the premises.					
	<b>PRECAUTIONARY REQUIREMENTS &amp; CONDITIONS</b>					
	Offices, lounges, conference rooms and bathrooms are occuppies during regular work hours; therefore the contractor shall perform the work daily 5:00 p.m. to completion.					
	The contractor shall be held liable for any and all damages incurred to the premises and/or individuals as a direct result of janitorial services being performed.					
	Subtotal				\$ -	
	<b>Daily Rate (Subtotal / Billable Days)</b>					

Name of Bidder:

IFB045GVIT20 (S)

Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104. Rev. 3-18-08		<b>CONTINUATION SHEET</b> <b>JANITORIAL SUPPLY CONTRACT</b>		Contract, Order, or Invitation No. (As Applicable)		Page
				<b>IFB045GVIT20 (S)</b>		
Item No.	Description of Item	QTY	UNIT	UNIT PRICE	AMOUNT	
	School Lunch Offices (Subbase)					
1	<b>WORK TO BE PERFORMED Daily:</b> Supply all labor and materials necessary to perform general cleaning and sanitary maintenance to approx. 3,000sq to include three (3) buildings which consists of bathrooms, Administrative Offices, Hallways. <b>Three days per week</b>	150	Per Day	\$ _____	\$ _____	
2	<b>WORK TO BE PERFORMED Annually:</b> During August Summer Break before the reopening of Schools: 1. Machine scrub and Wax floors, hallways, office areas, lounges, lobbies, etc. 2. Wash and sanitize waste baskets. 3. Clean carpets if necessary 4. Clean window louvers.	1	Ea.	\$ _____	\$ _____	
3	<b>Emergency Janitorial-</b> debris removal, and sanitization of desks chairs, floors, and books in administrative offices, bathrooms, hallways, and Conference Rooms.	1	Ea.	\$ _____	\$ _____	
4	Add On- Mold Remediation to Emergency Janitorial Only	1	Ea.	\$ _____	\$ _____	
	<b>REQUIREMENTS:</b>					
	All work shall be performed in accordance with VIDE's Janitorial Services Scope of Work. The Department of Education has the Right to Schedule the Services at it's Discretion.					
	All cleaning materials shall be stored prior to use in a manner so as not to create a nuisance, hazard or otherwise to users of the premises.					
	<b>PRECAUTIONARY REQUIREMENTS &amp; CONDITIONS</b>					
	Offices, lounges, conference rooms and bathrooms are occupiees during regular work hours; therefore the contractor shall perform the work daily 5:00 p.m. to completion.					
	The contractor shall be held liable for any and all damages incurred to the premises and/or individuals as a direct result of janitorial services being performed.					
	<b>Total</b>					

Name of Bidder:

IFB045GVIT20 (S)

Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104. Rev. 3-18-08		<b>CONTINUATION SHEET</b> <b>JANITORIAL SUPPLY CONTRACT</b>		Contract, Order, or Invitation No. (As Applicable)		<u>Page</u>
				<b>IFB045GVIT20 (S)</b>		
Item No.	Description of Item	QTY	UNIT	UNIT PRICE	AMOUNT	
	<b>Julius Sprauve Elementary</b>					
1	<b>WORK TO BE PERFORMED Daily:</b> Supply all labor and materials necessary to perform general cleaning and sanitary maintenance to 25 Classrooms, all bathrooms, PE Building, Administrative Offices, Hallways, Library. .	223	Per Day	\$ _____	\$ _____	
2	<b>WORK TO BE PERFORMED Annually:</b> Summer Break before the reopening of Schools: 1. Machine scrub and Wax floors, hallways, office areas, lounges, lobbies, etc. 2. Wash and sanitize waste baskets. 3. Clean carpets if necessary 4. Clean window louvers.	1	Ea.	\$ _____	\$ _____	
3	<b>Emergency Janitorial-</b> debris removal, and sanitization of desks chairs, floors, and books in all classrooms, administrative offices, bathrooms, hallways,	1	Ea.	\$ _____	\$ _____	
4	Add On- Mold Remediation to Emergency Janitorial ONLY	1	Ea.	\$ _____	\$ _____	
	<b>REQUIREMENTS:</b>					
	All work shall be performed in accordance with VIDE's Janitorial Services Scope of Work. The Department of Education has the Right to Schedule the Services at it's Discretion.					
	All cleaning materials shall be stored prior to use in a manner so as not to create a nuisance, hazard or otherwise to users of the premises.					
	<b>PRECAUTIONARY REQUIREMENTS &amp; CONDITIONS</b>					
	Offices, lounges, conference rooms and bathrooms are occuppies during regular work hours; therefore the contractor shall perform the work daily 5:00 p.m. to completion.					
	The contractor shall be held liable for any and all damages incurred to the premises and/or individuals as a direct result of janitorial services being performed.					
	Subtotal				\$ -	
	<b>TOTAL</b>					

Name of Bidder:

IFB045GVIT20 (S)



Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104. Rev. 3-18-08		<b>CONTINUATION SHEET</b> <b>JANITORIAL SUPPLY CONTRACT</b>		Contract, Order, or Invitation No. (As Applicable)		<u>Page</u>
				<b>IFB045GVIT20 (S)</b>		
Item No.	Description of Item	QTY	UNIT	UNIT PRICE	AMOUNT	
	ULLA MULLER ELEMENTARY SCHOOL St. Thomas USVI					
1	<b>WORK TO BE PERFORMED Daily:</b> Supply all labor and materials necessary to perform general cleaning and sanitary maintenance to (18) Classrooms, all bathrooms, PE Building, Administrative Offices, Hallways, Library and Cafeteria. See Attachment A .	223	Per Day	\$ _____	\$ _____	
2	<b>WORK TO BE PERFORMED Bi - Annually:</b> Summer Break before the reopening of Schools: 1. Machine scrub and Wax floors, hallways, office areas, lounges, lobbies, etc. 2. Wash and sanitize waste baskets. 3. Clean carpets if necessary 4. Clean window louvers.	1	Ea.	\$ _____	\$ _____	
3	<b>Emergency Janitorial-</b> debris removal, and sanitization of desks chairs, floors, and books in all classrooms, administrative offices, bathrooms, hallways, and library	1	Ea.	\$ _____	\$ _____	
4	Add On-Mold Remediation to Emergency Janitorial Only	1	Ea	\$ _____	\$ _____	
	<b>REQUIREMENTS:</b>					
	All work shall be performed in accordance with VIDE's Janitorial Services Scope of Work. The Department of Education has the Right to Schedule the Services at it's Discretion.					
	All cleaning materials shall be stored prior to use in a manner so as not to create a nuisance, hazard or otherwise to users of the premises.					
	<b>PRECAUTIONARY REQUIREMENTS &amp; CONDITIONS</b>					
	Offices, lounges, conference rooms and bathrooms are occupied during regular work hours; therefore the contractor shall perform the work daily 5:00 p.m. to completion.					
	The contractor shall be held liable for any and all damages incurred to the premises and/or individuals as a direct result of janitorial services being performed.					
	Subtotal				\$ -	
	<b>Daily Rate (Subtotal / Billable Days)</b>					

Name of Bidder:

# VI Bureau of Internal Revenue

## Janitorial Services

### Scope of Work

### (Fiscal Period 2020/2021)

Supply all labor, cleaning materials and equipment necessary for the following locations

- a. 21,800 sq. ft. three (3) story office complex-East End Plaza, Red Hook (EEP)
- b. 2,300 sq. ft. street level floor office-Excise Tax Office, Nisky Center (EXC)
- c. 1,124 sq. ft. small trailer, (BIR & BMV Offices) Cruz Bay, St. John (STJ) -see #9 for special scheduling instructions

To perform general cleaning and sanitary maintenance to:

- Offices
- Lounges/cafeterias
- Conference rooms
- Restrooms

Daily: - The contractor must perform the work as outlined below and commence cleaning the locations indicated at the following time:

Location	Daily Time Schedule
East End Plaza, Red Hook (EEP)	5pm
Excise Tax Office, Nisky Center (EXC)	3-3:30pm
St. John , Cruz Bay (STJ)	3:30-4pm

1. Empty/clean/ change trash containers liners as needed
2. Sweep and/or vacuum and or mop the following the following locations:
  - Lobbies
  - Hallways
  - Closets
  - A/C and Maintenance Rooms
  - Offices
  - Mailroom
  - Lounges/cafeterias (3)
  - Steps (EEP)
  - Restrooms (14)

Restroom Location	Qty
East End Plaza (EEP)	

Top floor	4
Main Floor	5
Bottom Floor	2
Excise Tax Office -Nisky Center (EXC)	2
Cruz Bay Office (STJ)	1

3. Restroom services- clean, wipe down, sanitize/disinfect and polish

- Sinks and counters
- Toilets
- Urinals
- Doors and door handles
- Mirrors
- Fixtures/Dispensers to include soap, paper towel and toilet paper dispensers, and air blowers
- Walls/ledges
- Partitions
- Pipes

4. Remove from light switch plates, doors (both interior /exterior), door frames and door handles

- Smudges
- Spots/Marks
- Fingerprints

5. Cafeteria-Clean, sanitize and polish

- Sinks and counters tops
- Doors and door handles
- Wipe down appliances
- Walls
- Chairs
- Tables

**Weekly:-**

6. Dust the following areas:

- File and wall cabinets, bookcases, shelves and windows ledges
- Top of Cubicles

7. Waiting Room Chairs- Wipe down/ spot clean

**Quarterly: -**

8. Machine scrub, strip, shampoo, wax and finish floors in the following areas:

- Hallways
- lobbies
- Lounges
- Office areas
- STEPS at EEP
- Carpets
- Offices

Wipe down A/C vents

- Wash and clean windows

9. Special Services for the facility on St. John. The BIR has agreed in lieu of paying rent we will pay for cleaning the Bureau of Motor Vehicle offices on St. John and all common areas- items 1-5 should be performed twice weekly, items 6 & 7 weekly and item 8 should be performed quarterly.



Government of the United States Virgin Islands  
Office of the Governor

# Bureau of Information Technology

8000 Nisky Center, Suite 600A, St. Thomas, V.I. 00802  
Telephone: (340)774-1013 | Fax: (340)774-1490



## Scope of Work Janitorial Service

The Scope of Work outlines the general Contractor requirements for Janitorial Service for the Bureau of Information Technology (BIT) in St. Thomas, VI.

This Invitation for Bid (IFB) requests a Contractor to provide janitorial services at the BIT Office building located at 8000 Nisky Center, Suite 600A, St. Thomas, which consists of approximately 5,000 sq. ft. of office space. Service hour work shall be performed on Tuesday and Friday after 5:00p.m.

### **Task 1 – Cleaning Service**

The contractor will furnish all labor, equipment and supplies to provide the following cleaning service two (2) times weekly. The Contractor shall use suitable cleaning agents to reduce scratches, stains, and smears.

- Clean and disinfect reception area
- Dust Office furniture
- Vacuum Office carpet
- Clean tables in all offices, conference room, and break room
- Clean and disinfect kitchen and lounge area, including sinks, countertops, tables, microwaves, toasters, and refrigerators
- Clean glass windows, blinds, and doors when necessary
- Empty all trash receptacles, replace bags when necessary and dispose of all trash in designated receptacle
- Wash and disinfect trash receptacles when necessary
- Wipe and disinfect telephones, light switches, door handles, and soap/sanitizer dispensers
- Clean water dispensers
- Spot clean walls and partitions to remove stains and marks as necessary

### **Task 2 – Deep Clean Office Carpet**

The contractor will furnish all labor, equipment and supplies to Deep Clean the office carpet every two (2) months. The Contractor shall use suitable cleaning agents for carpet cleaning.



GOVERNMENT OF THE  
THE VIRGIN ISLANDS OF THE UNITED STATES  
**BUREAU OF MOTOR VEHICLES**  
*Office Of The Director*



**Barbara E. Jackson-McIntosh**

*Director*

*barbara.mcintosh@bmv.vi.gov*

**Patrick Sweeny Headquarters**

*RR-01 Box 10065, St. Croix, V.I. 00850-9705*

*Tel: (340) 713-4268 • Fax: (340) 713-0855*

## Scope of Work

In an effort to provide a clean and sanitized environment for the staff and customers, the Bureau of Motor Vehicles (BMV) seeks to engage the services of a Janitorial Cleaning Services to provide weekly cleaning, Monday to Friday (8:00am – 5:00pm) at the St. John Location.

### **OFFICES and BATHROOM**

- Clean and sanitize all office spaces in the Main Building and the bathroom daily (Monday to Friday)
- Empty all garbage receptacles and replace garbage liners as necessary
- Sweep daily and as necessary throughout the day
- Clean all walls, light switches, and doors
- Dust high and low areas
- Disinfect and clean all customer accessible areas (door handles, countertops, chairs, tables, ramps, signature log pads, computers, etc.)
- Dust window ledges and sills
- Dust all blinds
- Clean all toilets and sinks

### **KITCHEN and BREAKROOM**

- Sweep/mop daily or as often as needed throughout the day
- Empty all garbage receptacles and replace garbage liners as necessary
- Disinfect/clean all walls, light switches, and doors
- Monthly cleaning of refrigerator interior

### **LOBBY and ENTRANCE AREA**

- Damp mop the entire area
- Dust mop all hard surface floors
- Vacuum/Sweep mats
- Clean both sides of glass doors
- Dust low and high areas
- Mop all stains and spills, especially water, coffee, juice



GOVERNMENT OF THE  
THE VIRGIN ISLANDS OF THE UNITED STATES  
**BUREAU OF MOTOR VEHICLES**  
*Office Of The Director*



**Barbara E. Jackson-McIntosh**

*Director*

*barbara.mcintosh@bmv.vi.gov*

**Patrick Sweeny Headquarters**

*RR-01 Box 10065, St. Croix, V.I. 00850-9705*

*Tel: (340) 713-4268 • Fax: (340) 713-0855*

**Page: 2**

- Empty all trash cans and replace liners as required
- Monthly high area dusting
- Disinfect and clean all areas where are accessible to customers (doors, handles, counter tops, chairs, tables ramps, computers, signature pads, etc.)

**GENERAL AREAS**

- Sweep and mop floors, on the ramps and stairs
- Pick up garbage in the yard
- Dispose of garbage

## **Scope of Work**

### **Knud Hansen and Sugar Estate Complex**

#### **DAILY CLEANING:**

- A. Clean and sweep all hard floor surfaces.
- B. Wash and disinfect all bathroom fixtures and surfaces, including bathroom floors, counters, commodes and urinals.
- C. Wash and disinfect all counter and table tops in the lobby, lounge and kitchen areas.
- D. Remove and dispose all trash and debris from wastebaskets and other refuses in lobbies, offices, conference rooms, lounges, kitchens and restrooms, including any other debris, refuse or trash designated for disposal. The latter may include, but not limited to, shredded paper, boxes, cooking oil or other material from any office which may periodically be heavy. All refuse will be disposed of in the public landfill, transportation to which is the responsibility of the Contractor.
- E. Provide continuous replacement supply of trash and disposal bags for the above listed refuses, including 150 gallon-bags for shredders.
- F. Provide continuous replacement supply of toilet paper, paper towels and liquid hand soap for all restrooms as needed.
- G. Provide continuous replacement of hand towels, dish liquids and hand soaps in kitchen areas.
- H. Sweep and mop all entry areas including lobbies and waiting rooms.
- I. Mop and disinfect all hard floor surfaces.
- J. Clean approximately 20,000sq. ft. of interior glass surfaces, which includes cleaning both sides of interior and exterior glass doors, glass windows and glass panels (interior windows consist of windows in inner-office walls).
- K. Clean all entrance and exit doors and glass security screens.

#### **TO BE COMPLETED TWICE A WEEK:**

- A. Vacuum all carpet surfaces.
- B. Dust all desks, equipment surfaces, and clean computer monitor screens.
- C. Clean and disinfect all wastebaskets, trash receptacles, and refuse containers in lobby areas with approved sanitizing agent.

#### **TO BE COMPLETED EVERY FOUR (4) MONTHS:**

- A. Clean all exterior glass windows.
- B. Shampoo carpets in all areas, including offices and conference rooms.
- C. Clean air conditioning vents.
- D. Clean window blinds throughout the interior of the buildings.
- E. Wash, buff and wax all hard floor surfaces.



All custodial services outlined in this SOW shall include the Department of Human Services (DHS), Senior Citizens Affairs Suite located on the first floor of the Knud Hansen Building and should begin after 5:00 p.m. Monday to Friday.

Entrance to the buildings to work during weekends and holidays must be coordinated with Euzebe Birmingham, Maintenance Director, DHS.

Work performed on weekends and holidays shall be compensated at the same rate as regular business hours.

Work must be completed in a workmanlike manner. All office items (desk, chairs, wastebaskets, etc.) must be returned to original locations/positions.

Price quotes should include all labor, materials, supplies and disposals to landfills. All supply costs and fees for periodic heavy work days (ex: end-of-year consolidation of files or holidays) will not be considered as additional charges.

Building square footage for each location follows:

**Knud Hansen Complex**

- a. Ground Floor – 16,820 sq. ft.
- b. First Floor – 30,220 sq. ft.
- c. Second Floor – 19,091 sq. ft.

**Sugar Estate Complex**

2 Floors totaling 11,500 sq. ft.

To schedule a walk through, contact Dale Donovan, Deputy Commissioner, DHS at (340) 774-0930 ext. 4155 or [dale.donovan@dhs.vi.gov](mailto:dale.donovan@dhs.vi.gov).

**DEPARTMENT OF LICENSING AND CONSUMER AFFAIRS**  
**JANITORIAL SERVICE**  
**SCOPE OF WORK**

**Daily:**

- a. Sweep and mop all office and hallway floors.
- b. Clean and dust partitions/dividers.
- c. Clean all kitchen fixtures and cabinets. (e.g. Microwave, refrigerator, sink, etc.).
- d. Clean all bathroom fixtures and walls. (e.g. Toilet bowls and seat covers, urinals, tank tops, etc.)
- e. Clean inside and outside and dust all windows, shades, and screens once every two (2) weeks.
- f. Clean all glass and mirrors in offices, bathrooms, exit double doors and front/back door entrance.
- g. Dust all furniture: shelves, desk, chairs, and TV in the waiting area.
- h. Sanitize and change all trash can bags.
- i. Replace hand towel, toilet tissue paper, trash bags and soap in each bathroom and kitchen.
- j. Remove and dispose trash in wastebaskets of all offices, conference rooms, lobby, lounge areas, bathrooms and other rooms.
- k. Provide a continuous supply of cleaning and disinfecting products for building; including, but not limited to toilet paper, hand/paper towel, and liquid hand soap for bathrooms, employee lounge, and any garbage liners for all office area or rooms.

**Weekly, in addition to the above:**

- a. Clean/wash both interior and exterior glass and windows.

**Three Times Weekly, in addition to the above:**

- a. Dust and polish all desks, furniture, and equipment surfaces.

**Monthly, in addition to the above:**

- a. Buffing of all floors.
- b. Clean and sanitize all window blinds and liners.
- c. Clean and sanitize all air conditioning vents.

All the above work should be done before 8:00 AM or after 5:00 PM on Government workdays  
and be followed-up with a mandatory walk-thru periodically as deemed necessary for  
compliance with performance.

**DEPARTMENT OF AGRICULTURE  
JANITORIAL SERVICE  
SCOPE OR WORK**

The contractor will provide Janitorial services for the Department of Agriculture Administrative Office located in the St. Thomas District of the Virgin Islands.

The Scope of Services is intended to outline the general requirements and maintenance services requirements. The Contractor shall provide to the Department of Agriculture Office located at 7944 Estate Dorothea, St. Thomas, which consist of approximately 1,300 sq. ft. on one level of office space.

The contractor will furnish all labor and equipment to provide the following:

1. Sweep and mop tiled floors.
2. Dust file cabinets, cubicles, and desks.
3. Clean chairs and polish tables.
4. Clean kitchen – clean and disinfect sink, sweep, and mop floor, clean countertop and tables.
5. Clean front door, glass windows, and blinds.
6. Empty all trash receptacles, replace with new bags, and dispose of all trash in receptacle located outside the building.
7. Wash and disinfect trash receptacles.
8. Disinfect door handles and light switches.
9. Clean water dispenser.
10. Clean inside and outside of microwave oven, stove, and refrigerator.
11. Spot clean walls and partitions to remove stains and marks.

Work must be performed weekly (Tuesday and Friday) between 1pm – 5pm, unless otherwise indicated.

# Virgin Islands Department of Education

## JANITORIAL SERVICES

### SCOPE OF WORK

#### TABLE OF CONTENTS

- I. STANDARDS OF PERFORMANCE
- II. SUPERVISORS AND WORKERS
- III. INSPECTIONS AND REPORTING REQUIREMENTS
- IV. SPECIFIC REQUIREMENTS – CUSTODIAL SERVICES
- V. SPECIFICATIONS
  - A. OFFICE/ COMMON AREAS
  - B. CLASSROOMS
  - C. KITCHEN AREAS
  - D. FITNESS ROOM
  - E. RESTROOMS
  - F. SHOWER FACILITIES – LOCKER ROOMS

#### I. STANDARDS of PERFORMANCE

These standards are an outline of general expectations of cleanliness, but are not meant to replace or supersede the latest industry standards or materials and equipment manufacturers' recommendations.

Each of the Contractor's Employee's shall be equipped with the necessary equipment to carry out the proper performance of the cleaning as specified. Equipment shall be available and in possession of the Contractor's Employee's at all times while carrying out their duties.

Service Level (Acceptable Quality): The level of services as outlined in these Specifications shall consistently be maintained. During the Contract period, VIDE will conduct monthly inspections of the facilities under this Contract. The inspections are based on standards for commercial facilities within the maintenance industry.

**Blinds:** Blinds shall be cleaned with a vacuum cleaner using tools designed for cleaning blinds.

*Standard: Blinds shall be free of dust and give an overall clean appearance.*

**Chrome Surfaces:** Cleaning chrome requires the removal of surface spots, fingerprints, smudges, etc., with the appropriate chrome polish.

*Standard: Surfaces will present a clean uniform shining appearance free of all soil, marks, smudges, streaks.*

**Damp Mopping:** Damp mopping requires the use of cotton or similar yarn type string mops (24 oz.) that have been mechanically wrung/squeezed to remove excess solution for purposes of removing light soil, dirt, liquid or other foreign material from a floor that does not require the complete mopping of the area or when the area is not soiled sufficiently to require wet mopping.

*Standard: A damp mopped floor shall be free of all dirt, debris soil, liquids or other foreign material. All splash marks/spots on walls and furniture/fixtures shall be removed before completion of the damp mopping task. All items moved to accomplish this task shall be returned to their original positions.*

**Disinfecting:** Disinfecting is the application of a germicidal solution to surfaces to kill or neutralize 99.9% of the material containing or supporting the growth of bacterial/viral organisms. Surfaces should remain “wet” for a minimum of 10 minutes or per manufacturer’s recommendation.

*Standard: Surfaces shall be as free of material containing living bacteria, viruses, or other contaminations that are capable of causing infections.*

**Dusting:** Normal or low dusting includes all levels up to six (6) feet in height. All high dusting will be above six (6) feet high.

*Standard: Items shall be free of any laden airborne materials, streaks, smudges, and cobwebs. Laden airborne matter shall be removed by either mechanical, chemical, or manual means. Devices, which merely displace or redistribute the matter, such as feather dusters, will not be used, unless treated to attract and hold the matter. All items moved to accomplish this task shall be returned to their original position.*

**Entrance Glass:** Cleaning of glass is cleaning the inside and outside glass surfaces and the surrounding boundary of the applicable entrance area.

*Standard: Glass shall be free of streaks, smudges, fingerprints, etc. Surfaces surrounding the entrance shall be free of dirt, dust, fingerprints, and have a clean appearance.*

**Entrance Mats:** Carpet mats shall be vacuumed with a commercial vacuum before spot cleaning. Entrance mats made of rubber or polyester shall be swept, shaken, vacuumed or washed. Entrance mats shall be lifted, moved to remove soil and moisture underneath, and replaced.

*Standard: There shall be no dirt left on surfaces.*

**Fixtures:** Cleaning of restroom & kitchen fixtures and fountains require the removal of dust, dirt, debris, spots, stains, and smears from sinks, slop sinks, toilets, urinals, and fountains with a germicidal solution.

*Standard: Fixtures will be disinfected and there shall be no dust, dirt, spots or debris on the fixtures.*

**Furniture:** Cleaning of furniture and tables requires dusting and/or damp wiping.

*Standard: Surfaces are to be free of dirt, dust, debris, marks, and film.*

**Glass/Window:** Glass and window cleaning requires the removal of dirt, soil, smudges, fingerprints, and other foreign material from glass window, doors, partitions, or any other items, which may consist in whole or part of a glass, or similar material including mirrors.

*Standard: Glass surfaces shall be free of all dirt, soil, smudges, streaks, smears, film, or any other foreign substances. All excess spray/solution must be removed from any surrounding trim or surfaces and glass/window surfaces shall have a uniformly bright appearance. Any items moved to accomplish this task must be returned to their original positions.*

**Policing:** Policing is picking up paper, trash, empty bottles, containers, and other discarded materials; spillages, accidents, plumbing failures, and inclement weather.

*Standard: Area(s) being policed shall be free of debris. Area(s) shall present an overall clean appearance.*

**Polishing:** Polishing requires the use of a high-speed floor machine and a clean pad designed for polishing or buffing.

*Standard: The floor should have a “non-yellowed” high-gloss appearance.*

**Receptacles and Cleaning:** Cleaning and disinfecting receptacles is defined as wiping or washing containers with a germicidal solution and replacing plastic liners.

*Standard: Receptacles shall be considered properly cleaned when both the inside and outside are clean, free of stains, dried refuse and odors, and a plastic liner replaced, if necessary.*

*Standard: Outside surfaces shall present an overall clean appearance.*

**Restrooms:** Cleaning of restrooms requires the removal of trash, cleaning of floors, fixtures, urinals, toilets, receptacles, faucets, handles, dispensers, walls, partition stalls, and doors with a germicidal solution. All glass, chrome, and stainless steel surfaces shall be cleaned and buffed to a shine.

*Standard: Restrooms shall be considered properly cleaned when floors are mopped, fixtures, urinals, toilets, waste receptacles, wash basins, faucets, handles, dispensers, partition stalls, and doors are cleaned with a germicidal solution. All glass, chrome, and stainless steel surfaces shall be cleaned and buffed to a shine, waste receptacles emptied, and dispensers refilled.*

**Scrubbing:** Machine scrubbing requires the use of mechanized scrubbing/vacuum machines to be more aggressive than wet mopping; this may include large areas such as halls, lobbies, garages, ramps, or similar large areas which would otherwise require extensive labor to complete in a reasonable time period.

*Standard: Machine scrubbing shall be held to the same quality standard as wet mopping and shall remove all scuff marks.*

**Shower Curtain/Doors:** Cleaning of curtains/doors requires washing curtains with an approved cleaner that will eliminate fungus and green mold.

*Standard: Washed with a germicidal solution with no mold and/or odor remaining.*

**Shower Stalls:** Cleaning of shower stalls is defined as the removal of soap scum, mold, stains, and odors from surfaces (including grout) and cleaning the entire enclosure with a germicidal solution or steam cleaning.

*Standard: Walls, ceiling, enclosures, grout, and fixtures are cleaned with a germicidal solution and chrome is buffed to shine. There shall be no mold and/or odor remaining.*

**Shower Safety Mats:** Cleaning of mats requires washing mats with an approved cleaner that will eliminate fungus and mold.

*Standard: Shower safety mats shall be considered properly cleaned when they are washed with a germicidal solution.*

**Spot Cleaning:** Spot cleaning requires the removal of dirt, soil, debris, liquids, stains, or other foreign materials from carpeted areas which can be accomplished by cleaning only the immediately affected area

where cleaning the whole area would not be necessary. Spot cleaning may be accomplished by any of the methods contained herein and as dictated by the circumstances of the soiling. Carpet spots shall be removed immediately with an approved carpet cleaning solution in such a manner, which will not leave rings or discoloration.

*Standard: Spot cleaning shall remove completely any evidence of the soiling which necessitated the cleaning, and return the finish of the area affected to its pre-soiled condition without evidence of occurrence or cleaning.*

**Sweeping or Dust Mopping:** Sweeping/dust mopping requires the removal of loose dirt, dust, debris, and other foreign material through either manual or mechanized methods, as appropriate for the location and situation.

*Standard: A swept area shall be free of all loose dirt, grit, lint, dust, debris, or other foreign material with no build up in corners, crevices, under or around furniture parts. All items moved to remove dirt shall be returned to their original location.*

**Trash/Waste Removal:** Trash/waste removal requires the collection of all materials, which have been placed into appropriate containers, and taken to a specified site for disposal.

*Standard: All trash/waste and soiled liners shall be removed from all trash/waste containers, and a new trash/waste liner shall be fitted into all such containers.*

**Vacuuming:** Vacuuming requires the mechanical removal of loose dust, dirt, soil, debris, and other foreign material from carpeted floors and other items (e.g. couches, chairs, walls, curtains/drapes), which require this method of cleaning.

*Standard: There shall be no evidence of any dust or dirt or any other loose foreign material. Materials shall be left in a lint free state. All items moved during this process shall be returned to their original positions.*

**Wet Mopping:** Wet mopping requires the removal of built up dirt, soil, liquids, or other foreign materials from a floor using clean cotton or similar yarn type string mops (24 oz.) and mechanically wrung out so as to have sufficient neutral detergent and water solution or disinfecting detergent and water solution. This shall include rinsing if required or as recommended by the detergent manufacturer.

*Standard: A wet mopped floor shall be free of all dirt, debris, soil, liquids, or other foreign material. It will present a uniform appearance free of streaks, smudges, heel marks, or any other marks, which can be reasonably removed through this cleaning method. All splash marks/spots on walls and furniture/fixtures shall be removed before completion of the wet mopping task. All items moved to accomplish this task shall be returned to their original positions.*

**VIDE, OWNERS OR FACILITIES:** Services and their authorized representations shall be understood to mean one and the same.

**APPROVED:** Means approved by the Virgin Islands Department of Education (VIDE)

**APPROVED EQUAL OR EQUIVALENT:** As hereinafter used, shall mean a material or methods equal to or better than the required materials or methods.

**AS SHOWN:** Shall mean as shown or designated in the Contract.

**SITE VISITATION:** The Contractor shall visit and inspect the site before submitting his/her bid. By submitting his/her bid, the Contractor acknowledges that he/she has satisfied him/herself as to the nature and location of the work.

**CHANGES:** Should any changes in the Scope of Work and/or specifications be required, the Contractor shall address same to the Contract Administrator in writing for approval before work which deviates from the original requirements is started. In event of disagreement on the necessity of such changes, the Contract Administrator's decision shall be final.

**CONTRACT CHANGE ORDERS:** A Contract Change Order Agreement shall be executed for all changes and/or additional work or materials in excess of the requirements covered in specifications.

**INVOICING:** The Contractor providing services must submit an invoice for services rendered. The Contractor shall invoice only for services rendered. A monthly report shall be attached to invoice(s) submitted for payment, addressed to:

Virgin Islands Department of Education  
Division of Procurement/Warehouse  
Attn: **Cher Commissiong**  
1834 Kongens Gade, Charlotte Amalie  
St. Thomas, US Virgin Islands

## **II. SUPERVISORS AND WORKERS**

The Contractor shall at all times employ sufficient skilled labor in accordance with Federal and Local labor laws; and the proper equipment for completing the required tasks in the manner and time required by the Contract. All equipment that is to be used shall be of sufficient size and in such mechanical condition as to produce satisfactory quality of work. Any person employed by the Contractor who, in the opinion of the School Principal or Contract Administrator, does not perform their work in a proper manner, is intemperate or disorderly shall, at the written request of the Contract Administrator, be removed from the work site by the Contractor and shall not be employed again in any portion of the work without the approval of the Contract Administrator. Should the Contractor fail to remove such person as required above, or fail to furnish suitable and sufficient personnel for the proper execution of the work, the Contractor Administrator may suspend the work by written notice until such orders are followed by the Contractor. The Contractor shall hold VIDE harmless from damages or claims for compensation that may occur in the enforcement of this section.

The Contractor will supervise and direct all work. The Contractor will be solely responsible for the means, methods, and safety practices of the employees, subcontractors, techniques, sequences, and procedures when performing work. The Contractor will employ and maintain on the work site a qualified Supervisor who shall have been designated in writing by the Contractor as the Contractor's representative. The Supervisor shall have full authority to act on the behalf of the Contractor and all communications given to the Supervisor shall be binding as if given to the Contractor. The Supervisor shall be present on site at all times as required to perform adequate supervision and coordination of the work.

## **III. INSPECTIONS AND REPORTING REQUIREMENTS**

A. Monthly reports for each facility shall be prepared, signed, and dated by the Contractor's Supervisor and contain the following information as a minimum:



1. Checklist of all tasks performed for each facility and the signature of the employee who performed them.
2. Discrepancies from the routine work scheduled and an explanation of the circumstances involved.
3. Any damage or defect of VIDE property where the Contractor has responsibility shall be documented on reports with sufficient description and identified location for follow up by the respective School principal or designee.
4. Signature of the Contractor attesting that they have reviewed and agreed with the employee work summary. Failure to provide the report on a monthly basis with the requested information to the Contractor Administrator will result in VIDE withholding payment from the monthly contractor amount for the days of work in question. In addition, all daily, twice weekly, weekly, monthly, quarterly, semi-annual, and annual tasks shall be clearly listed on the monthly report. VIDE will verify the information presented on the invoice with the monthly report. If a task is not listed on the monthly report, the Contractor will not be paid for the service. If the Contractor fails to provide reports in a timely manner, this shall be sufficient cause to terminate the contract. All monthly reports shall be delivered to the Administrator responsible for payment of the invoiced work. Monthly reports and forms are the responsibility of the Contractor.

#### **IV. SPECIFIC REQUIREMENTS**

- A. The Contractor will furnish all labor, equipment, cleaning supplies, supervision, and transportation for custodial services. Contractor shall use environmentally-friendly products, whenever possible, pre-approved by VIDE.
- B. The Contractor shall provide garbage can liners and Green Seal or equivalent cleaning products: restroom cleaner, neutral floor cleaner, glass cleaner, and degreaser.
- C. All work shall be performed under the supervision of a qualified supervisor.
- D. The Contractor's personnel will conduct themselves on site in a workmanlike manner at all times.
- E. The Contract Administrator or designated representative will inspect work performed by the Contractor on a regular basis. In the event of work performance deficiencies, the Contract Administrator or designated representative will notify the Contractor in writing. VIDE may choose to require the Contractor to rectify the deficiency within 24 hours. The Contractor is encouraged to schedule inspection times/dates with the VIDE's Contract Administrator or designee.
- F. The Contractor shall establish a work schedule as set forth in the contract. In no case shall work be performed before or after the schedule times without approval by the Contract Administrator or designee.
- G. VIDE will provide a building schedule which will include the dates, days, and times each facility will be available for servicing. In the event, this schedule is changed or modified, VIDE will provide adequate written notification to the Contractor.
- H. The Contractor will provide a list of employees to VIDE and.
- I. Each employee shall carry identification card issued by the contractor to be worn in a visible location on their person at all times while performing services on the VIDE premises. No temporary employee will be allowed to work on VIDE premises without prior authorization. The Contractor shall not allow children, pets, and non-employees on the premises.
- J. The Contractor or his/her employees must not remove or consume any property belonging to the VIDE, its employees, or students. This policy includes any articles that may be deposited for disposal in trash receptacles.
- K. The Contractor and his/her employee may not use VIDE or Public property, including telephones, Fax, or copy machines, ladders, lifts, maintenance equipment, or the like, for personal use unless given permission by an authorized VIDE representative.

- L. Smoking shall not be permitted in any VIDE facility.
- M. The Contractor and his/her employees, if working after normal business hours, will ensure that all doors, windows, and gates giving access to VIDE facilities are secured. All lights, except night lights, will be turned off before leaving the premises. Failure to properly secure VIDE facilities may result in a reduction of payment.
- N. The Contractor may be issued necessary building key set(s). In no case shall the Contractor make duplicates of any VIDE issued key(s). VIDE will deduct \$50.00 from payments to the Contractor for each building key lost, broken through neglect or misuse, or not returned to the VIDE at the expiration of this contract.
- O. The Contractor shall report any building damage or potential hazard immediately to the Contract Administrator during normal business hours of 8:00 a.m. to 5:00 p.m. For life-threatening emergencies, calls shall be directed to 911.
- P. Incidents, altercations, or accidents involving facility visitors, Contractor's employees or VIDE employees shall be reported to the Contract Administrator or school principal within 24 hours of the incident. All incidents, altercations, or accidents involving Contractor personnel require a written report from the Contractor describing the incident or accident.

## **V. SPECIFICATIONS**

### **A. OFFICE/ COMMON AREAS**

#### **1. REFUSE – CONTAINERS**

- a) Empty Containers/Replace Liner:
- b) All refuse containers shall be completely emptied and a clean, appropriately sized liner installed.
- c) Wipe Clean Containers:
- d) Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.
- e) Clean & Disinfect Waste Receptacles:

Containers shall be cleaned and disinfected so as to remove stains, smudges, and dried refuse.

#### **2. CLEAN & DISINFECT**

- a) Clean Doors, Walls, and Frames:
- b) Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames, and kick plates.
- c) Clean and Disinfect Handles, Handrails, and Covers:
- d) Clean and disinfect door handles, handrails, electrical switch plates, and outlet covers.
- e) Clean and Disinfect Drinking Fountains:
- f) Stainless steel fountains are to be cleaned with a stainless cleaner, disinfected, inside and out, as well as fixtures. Fountains are to be free of water spots, stains, and smudges.
- g) Clean and Disinfect Communication Equipment: Disinfect and remove dirt, smudges, and finger marks from telephones.

#### **3. WINDOWS, GLASS**

- a) Clean Entry Glass: Entry glass shall be cleaned and streak free inside and out.

#### **4. CARPET**

- a) Vacuum Carpet: Carpeted areas of lobbies, conference rooms, hallways, corridors, entrances, including entrance mats are to be thoroughly vacuumed dirt free. Furnishings (chairs, wastebaskets, etc.) are to be moved and returned to their original locations to provide for vacuuming.
- b) Vacuum with Edging Tool – All Corners: Carpet edges and corners where floor and wall intersect, where floor and thresholds meet or around the bases of any object permanently placed on a carpet surface are to be vacuumed with an edging tool.
- c) Routine Spot Clean Carpet: Carpet is to be kept in a stain-free condition. The Contract Administrator and the Contractor shall agree as to whether carpet shampooing/extraction supersedes spot cleaning.
- d) Baseboard Cleaning: Baseboards (wood, vinyl, rubber) shall be kept cleaned with an appropriate product so as not to discolor or scratch.

#### 5. FLOORING – CERAMIC TILE

- a) Sweep Ceramic Tile Floors: Ceramic tile flooring shall be swept with a broom so as to leave the floor in a dirt (dust) free state.
- b) Damp Mop and Disinfect Ceramic Tile Floors: Ceramic tile floor surfaces shall be damp mopped with a disinfectant.
- c) Machine Scrub Ceramic Tile Floors: Ceramic tile floor surfaces shall be machine scrubbed with an effective detergent cleaner and neutralized. Ceramic tile flooring shall be maintained to remove stains, smudges, scuff marks, and dried refuse.
- d) Baseboard Cleaning: Baseboards (ceramic tile) shall be cleaned with an appropriate product so as not to discolor or scratch.

#### 6. FLOORING – RUBBER/VINYL TILE

- a) Sweep Tile Floors: Resilient tile flooring (rubber, vinyl) shall be swept with a broom or dust mopped so as to leave the floor in a dirt (dust) free state.
- b) Damp Mop Tile Floors: Resilient floor surfaces shall be damp mopped to remove any dirt and all spills. Scuff marks or stains are not expected to be removed with damp mopping.
- c) Baseboard Cleaning: Baseboards (vinyl, rubber) shall be cleaned with an appropriate product so as not to discolor or scratch.

#### 7. FLOORING – CONCRETE

- a) Sweep Concrete Floors: Concrete floors shall be swept with a broom so as to leave the floor in a dirt (dust) free state.
- b) Damp Mop Concrete Floors: Concrete floor surfaces shall be damp mopped to remove any dirt and all spills where applicable. Scuff marks or stains are not expected to be removed with damp mopping.
- c) Baseboard Cleaning: Baseboards (wood, vinyl and/ or rubber) shall be cleaned with an appropriate product so as not to discolor or scratch.

#### 8. STAIRS - CONCRETE

- a) Sweeping Stairwells: Stairs and landings shall be swept with a broom, dust mopped so as to leave the treads in a dirt (dust) free state.
- b) Damp Mop Stairwells: All stairwells and landings will be damp mopped, where applicable.

#### 9. FLOORING – HARDWOOD AND CORK

- a) Sweep Hardwood and Cork Floors
- b) Hardwood and cork floors shall be dust mopped so as to leave the floor in a dirt (dust) free state.
- c) Hardwood and Cork Floors
- d) Damp mop ONLY with water or neutral floor cleaner
- e) Baseboard Cleaning: Baseboards (vinyl, rubber) shall be cleaned with an appropriate product so as not to discolor or scratch.

## **B. CLASSROOMS**

### **1. REFUSE – CONTAINERS**

- a) Empty Containers/Replace Liner: All refuse and recycling containers shall be completely emptied and a clean, appropriately sized liner installed.
- b) Wipe Clean Containers: Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.
- c) Clean & Disinfect Waste Receptacles: Containers shall be cleaned and disinfected so as to remove stains, smudges, and dried refuse.

### **2. CLEAN & DISINFECT**

- a) Clean Doors, Walls, and Frames: Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames, and kick plates.
- b) Clean and Disinfect Handles and Covers: Clean and disinfect door handles, electrical switch plates, and outlet covers.

### **3. FURNITURE**

- a) Furniture Placement: Desk, chairs, refuse, and recycle containers are to be placed back in their appropriate locations.
- b) Furniture – Damp Wipe: Furniture shall be damp wiped with disinfectant to remove stains, smudges, and dried refuse.

### **4. FLOORING – VINYL TILE**

- a) Vinyl tile: Flooring shall be swept with a broom so as to leave the floor in a dirt (dust) free state.
- b) Damp Mop Tile Floors: Resilient floor surfaces shall be damp mopped to remove any dirt and all spills. Scuff marks or stains are not expected to be removed with damp mopping.
- c) Baseboard Cleaning: Baseboards (vinyl, rubber) shall be cleaned with an appropriate product so as not to discolor or scratch.

### **5. FLOORING – CONCRETE**

- a) Sweep Concrete Floors: Concrete floors shall be swept with a broom so as to leave the floor in a dirt (dust) free state.
- b) Damp Mop Concrete Floors: Concrete floor surfaces shall be damp mopped to remove any dirt and all spills. Scuff marks or stains are not expected to be removed with damp mopping.
- c) Baseboard Cleaning: Baseboards (wood, vinyl, rubber or concrete) shall be cleaned with an appropriate product so as not to discolor or scratch.

## **C. RESTROOMS**

## 1. REFUSE – CONTAINERS

- a) Empty Containers/Replace Liner: All refuse containers shall be completely emptied and a clean, appropriately sized liner installed.
- b) Wipe Clean Containers: Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.
- c) Clean & Disinfect Waste Receptacles: Containers shall be cleaned and disinfected so as to remove stains, smudges, and dried refuse.

## 2. CLEAN & DISINFECT

- a) Clean Doors, Walls, and Frames: Remove finger marks, scuff marks, and debris from walls, doors, frames, and kick plates.
- b) Clean and Disinfect Handles, Handrails, and Covers: Clean and disinfect door handles, handrails, electrical switch plates, and outlet covers.
- c) Prime Floor Drains: Floor drains are to be flushed with water so as to clean out the traps and eliminate odors. If necessary, a disinfectant odor neutralizer is to be used in conjunction with the water.

## 3. RESTROOM FIXTURES

- a) Clean Dispensers, Walls, and Partition: Clean dispensers, walls, and partitions to be free of soap scum, finger prints, dirt, smudges, and graffiti.
- b) Clean and Disinfect Restroom Fixtures: Clean and disinfect all porcelain and stainless steel sinks, faucets, handles, toilets, flush urinals, and urinal partitions to be free of deposits, stains, soap, and odors.
- c) Clean and Disinfect Fixture Exteriors: Fixtures (sinks, faucets, toilets, urinals) exteriors, undersides, and bases are to be cleaned and disinfected with an appropriate cleaner so as to remove any deposits which may occur.
- d) Clean and Polish Chrome and Stainless Steel: Plumbing fixtures are to be cleaned and polished so as to produce a shiny appearance.

## 4. GLASS

- a) Clean Mirrors: Mirrors shall be kept clean, fog, and streak free.

## 5. FLOORING – CERAMIC TILE

- b) Sweep Ceramic Tile Floors: Ceramic tile flooring shall be swept with a broom so as to leave the floor in a dirt (dust) free state.
- c) Damp Mop and Disinfect Ceramic Tile Floors: Ceramic tile floor surfaces shall be damp mopped with a disinfectant.
- d) Machine Scrub Ceramic Tile Floors: Ceramic tile floor surfaces shall be machine scrubbed with an effective detergent cleaner and neutralized. Ceramic tile flooring shall be maintained to remove stains, smudges, scuff marks, and dried refuse.
- e) Baseboard Cleaning: Baseboards (ceramic tile) shall be cleaned with an appropriate product so as not to discolor or scratch.

## **D. SHOWER FACILITIES – LOCKER ROOMS**

### 1. REFUSE – CONTAINERS

- a) Empty Containers/Replace Liner: All refuse containers shall be completely emptied and a clean, appropriately sized liner installed.
- b) Wipe Clean Containers: Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.
- c) Clean & Disinfect Waste Receptacles: Containers shall be cleaned and disinfected so as to remove stains, smudges, and dried refuse.

## 2. CLEAN & DISINFECT

- a) Clean Doors, Walls, Frames, and Dispensers: Remove finger marks, scuff marks, and debris from walls, doors, frames, kick plates, and dispensers.
- b) Clean and Disinfect Handles, Handrails, and Covers: Clean and disinfect door handles, handrails, electrical switch plates, and outlet covers.
- c) Prime Floor Drains: Floor drains are to be flushed with water so as to clean out the traps and eliminate odors. If necessary, a disinfectant odor neutralizer is to be used in conjunction with the water.

## 3. SHOWERS

- a) Restocking Dispensers: Shower dispensers (paper towels and soap) are to be checked daily. Dispensers shall be filled as needed or as directed by the Contract Administrator.
- b) Clean and Disinfect Shower Stalls: Shower stalls shall be cleaned and disinfected to be free of deposits, stains, and soap scum. Shower stalls shall be maintained to be mold and mildew free. The Contract Administrator and the Contractor shall agree as to when steam cleaning is needed.
- c) Clean and Disinfect Shower Doors/Shower Curtains: Shower doors/curtains shall be cleaned and disinfected to be free of deposits, stains, and soap scum. Shower doors/curtains shall be maintained to be mold and mildew free.
- d) Clean and Disinfect Shower Mats: Shower mats shall be cleaned and disinfected to be free of deposits, stains, and soap scum. Shower mats shall be maintained to be mold and mildew free. The Contract Administrator and the Contractor shall agree as to when steam cleaning is needed.
- e) Clean and Polish Chrome and Stainless Steel: Plumbing fixtures are to be cleaned and polished so as to produce a shiny appearance.

## 4. GLASS

- a) Clean Mirrors: Mirrors shall be kept clean, fog, and streak free.

## 5. FLOORING – CERAMIC TILE

- b) Sweep Ceramic Tile Floors: Ceramic tile flooring shall be swept with a broom so as to leave the floor in a dirt (dust) free state.
- c) Damp Mop and Disinfect Ceramic Tile Floors: Ceramic tile floor surfaces shall be damp mopped with a disinfectant.
- d) Machine Scrub Ceramic Tile Floors: Ceramic tile floor surfaces shall be machine scrubbed with an effective detergent cleaner and neutralized. Ceramic tile flooring shall be maintained to remove stains, smudges, scuff marks, and dried refuse.
- e) Baseboard Cleaning: Baseboards (ceramic tile) shall be cleaned with an appropriate product so as not to discolor or scratch.

## 6. FLOORING – CONCRETE

- a) Sweep Concrete Floors: Concrete floors shall be swept with a broom so as to leave the floor in a dirt (dust) free state.
- b) Damp Mop Concrete Floors: Concrete floor surfaces shall be damp mopped to remove any dirt and all spills. Scuff marks or stains are not expected to be removed with damp mopping.
- c) Baseboard Cleaning: Baseboards (wood, vinyl, rubber, concrete or steel) shall be cleaned with an appropriate product so as not to discolor or scratch.

## **E. CONFERENCE/ TEACHERS LOUNGE**

### **1. REFUSE – CONTAINERS**

- a) Empty Containers/Replace Liner: All refuse and recycling containers shall be completely emptied and a clean, appropriately sized liner installed.
- b) Wipe Clean Containers: Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.
- c) Recycling Containers: Recycling Containers for all recyclables are to be emptied and a clean, appropriately sized liner installed.
- d) Food Waste Collection Containers: Food waste collection containers are to be emptied and a clean, appropriately sized liner installed.
- e) Clean & Disinfect Waste Receptacles: Containers shall be cleaned and disinfected so as to remove stains, smudges, and dried refuse.

### **2. CLEAN & DISINFECT**

- a) Clean Doors, Walls, and Frames: Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames, and kick plates.
- b) Clean and Disinfect Handles, Handrails, and Covers: Clean and disinfect door handles, handrails, electrical switch plates, and outlet covers.
- c) Clean and Disinfect Communication Equipment: Disinfect and remove dirt, smudges, and finger marks from telephones.

### **3. FURNITURE**

- a) Furniture Placement: Furniture, chairs, refuse, and recycle containers are to be placed back in their appropriate locations.
- b) Furniture – Damp Wipe: Furniture including conference tables shall be damp wiped with disinfectant to remove stains, smudges, and dried refuse.
- c) Furniture – Vacuuming: Upholstered furniture shall be vacuumed clean, debris, and lint free.

### **4. DUSTING**

- a) Dust Horizontal Surfaces: Horizontal surfaces, window ledges, light fixtures, picture frames, and the like are to be dust free.
- b) Dust Furniture: Conference and Court Room tables, chairs, and equipment are to be dust free.
- c) High Dust – Vents, Grilles, Lighting, Etc.: High dusting shall be anything over 6' from the floor including vents, grilles, exhaust fans, light fixtures, clocks, door tops, and frames.

### **5. WINDOWS, GLASS, AND BLINDS**

- a) Conference & Court Room Glass: Interior and exterior surfaces are to be cleaned and streak free, including re-lites.
- b) Clean Window Blinds: Blinds, horizontal, and vertical shall be clean, dust, and dirt free.

#### 6. CARPET

- a) Vacuum Carpet: Carpeted conference rooms are to be thoroughly vacuumed. Furnishings (chairs, wastebaskets, etc.) are to be moved and returned to their original locations.
- b) Vacuum with Edging Tool – All Corners: Carpet edges and corners where floor and wall intersect, where floor and thresholds meet or around the bases of any object permanently placed on a carpet surface are to be vacuumed with an edging tool.
- c) Routine Spot Clean Carpet: Carpet is to be kept in a stain-free condition. The Contract Administrator and the Contractor shall agree as to whether carpet shampooing/extraction supersedes spot cleaning.
- d) Baseboard Cleaning: Baseboards (wood, vinyl, rubber) shall be kept cleaned with an appropriate product so as not to discolor or scratch.

#### 7. FLOORING – CERAMIC TILE

- a) Sweep Ceramic Tile Floors: Ceramic tile flooring shall be swept with a broom so as to leave the floor in a dirt (dust) free state.
- b) Damp Mop and Disinfect Ceramic Tile Floors: Ceramic tile floor surfaces shall be damp mopped with a disinfectant.
- c) Machine Scrub Ceramic Tile Floors: Ceramic tile floor surfaces shall be machine scrubbed with an effective detergent cleaner and neutralized. Ceramic tile flooring shall be maintained to remove stains, smudges, scuff marks, and dried refuse.
- d) Baseboard Cleaning: Baseboards (ceramic tile) shall be kept cleaned with an appropriate product so as not to discolor or scratch.

#### 8. FLOORING – RUBBER/VINYL TILE

- a) Sweep Tile Floors: Resilient tile flooring (rubber, vinyl) shall be swept with a broom or dust mopped so as to leave the floor in a dirt (dust) free state.
- b) Damp Mop Tile Floors: Resilient floor surfaces shall be damp mopped to remove any dirt and all spills. Scuff marks or stains are not expected to be removed with damp mopping.
- c) Baseboard Cleaning: Baseboards (vinyl, rubber) shall be cleaned with an appropriate product so as not to discolor or scratch.



GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS



Mailing Address:  
2314 Kronprindsens Gade  
Charlotte Amalie, VI 00802

DEPARTMENT OF FINANCE

Street Address:  
76 Kronprindsens Gade  
Charlotte Amalie, VI

June 17, 2020

## SCOPE OF WORK-JANITORIAL SERVICES

### DEPARTMENT OF FINANCE, ST. THOMAS OFFICES

#### Building A

- Commissioner's office-Private Office, Executive Assistant Commissioner Office, Outer Office, Reception Area, Conference Room I, Executive Staff areas
- Office of Human Capital and Financial Management (2) Offices, Administrative Assistant work area
- Treasury Division/Government Insurance Fund Office- Director and Assistant Director Office, Staff area, Disbursement Area
- Conference Room II
- Accounting Division-Director Office, Staff Area
- Payroll Division- Director Office, Staff area
- All Lavatories

#### Building D

- MIS Division- Director Office, Staff Offices and work areas, Training Room
- Employee Break Room/Lunchroom
- All Lavatories

#### DESCRIPTION

The contractor shall be required to perform daily cleaning services between the hours of 4:30-6:30pm including of all inner/outer glass casing (windows), sweeping, dusting, mopping, scrubbing and waxing of all floors in the locations listed. The contractor shall also be required to furnish all equipment and supplies needed to perform such duties.

Dusting of wall hangings in the Commissioner's Office should be cleaned at least once a month, with plants watered as needed. The bathrooms in the Commissioner's Office, Office of Human Capital and Financial Management, Treasury Division, Payroll Division, MIS Division adjacent to lunchroom, are to be swept, mopped and cleaned daily. This cleaning is inclusive of floors, walls, tiles and commodes. The placement and replacement of toilet tissue, hand/paper towel, liquid soap in the appropriate dispensers involved as needed.

Floors must always be kept in clean and waxed condition. Floors to be scrubbed and waxed quarterly, (December, March, June and September). Emergency situations such as flooding or natural disasters shall be billed separately.

The courtyard of the complex should be hosed and cleaned at a minimum of twice monthly and swept daily. Additionally, the sidewalks around the building should be swept daily inclusive of the collection and removal of any garbage/rubbish that may clutter around the building. Exterior glass windows should be cleaned prior to 6:00pm, when exterior iron doors are scheduled to be closed.



VIRGIN ISLANDS DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL

3438 Kronprindsens Gade  
GERS Complex, 2<sup>nd</sup> Floor  
St. Thomas, VI 00802  
(340) 774-5666 Fax: (340) 776-3494

#213 Estate La Reine  
RR1 Box 6151, Kingshill  
St. Croix, VI 00850  
(340) 773-0295 Fax: (340) 773-1425

Scope of Work  
Janitorial Services  
Daily Monday to Friday  
Offices, Kitchen, Assigned Public Waiting Areas and Restrooms

DAILY: Office Cleaning, sweeping, mopping, throwing out the trash and dusting surfaces.

QUARTERLY: Steam cleaning carpets and chairs, deodorizing and sanitizing the office.

BI-ANNUAL: Steam cleaning vinyl floors

SERVICE HOURS: Between 3:30 p.m. to 5:30 p.m.



# Department of Property & Procurement

Government of the United States Virgin Islands

3274 ESTATE RICHMOND, CHRISTIANSTED, U. S. VIRGIN ISLANDS 00820

8201 SUB BASE, 3RD FLOOR, ST. THOMAS, U. S. VIRGIN ISLANDS 00802

ST. CROIX MAIN OFFICE: 340.773.1561 | ST. THOMAS MAIN OFFICE: 340.774.0828

ST. CROIX FAX: 340.773.0986 | ST. THOMAS FAX: 340.774.9587

[HTTP://DPP.VI.GOV](http://DPP.VI.GOV)



## JANITORIAL SERVICE

### SCOPE OF WORK

The Scope of Work outlines the general Contractor requirements for Janitorial Services for the Department of Property and Procurement, St. Thomas, Virgin Islands.

This Invitation for Bid (IFB) requests a Contractor to provide cleaning services at the Department of Property and Procurement building located at 8201 Subbase, Suite 4, St. Thomas.

The contractor will furnish all labor, equipment, and supplies to provide the following Janitorial Services two (2) times weekly at the main building, Division of Printing, Division of Central Stores and Division of Transportation:

- Clean and disinfect reception area;
- Dust office furniture;
- Vacuum office carpet;
- Clean tables in all offices, and conference room;
- Clean and disinfect kitchen including sinks, countertops, table, microwaves and refrigerators;
- Clean glass windows, blinds, and doors when necessary;
- Empty all trash receptacles, replacing bags when necessary and dispose of all trash in designated receptacle;
- Clean and disinfect trash receptacles when necessary;
- Wipe and disinfect telephones, light switches, door handles, and soap sanitizer dispensers;
- Clean water dispensers;
- Spot clean walls, baseboards and partitions to remove stains and marks as necessary;
- Clean stairs and common areas inside of the building;
- Clean First Floor Conference Room, offices, and restrooms as needed.

#### Bi-Annually

- Carpet to be shampooed, cleaned bi-annually

# **DEPARTMENT OF HEALTH**

## **JANITORIAL SERVICES**

### **SCOPE OF SERVICES**

The vendor will provide Janitorial Services for the Barbel Plaza South, Second Floor, Suite 11, St. Thomas location on a bi-weekly basis.

- A. There are nine rooms which will require cleaning:
- including the communal and front areas.
  - sweeping,
  - mopping, and
  - surface polishing, and
  - surface mold treatment once a month.
  - The preferred day to conduct either service is Friday at 3:30pm.

**OFFICE OF THE LIEUTENANT GOVERNOR**  
**JANITORIAL SERVICE**  
**SCOPE OF WORK**

**Daily Task**

- ☐ empty trash in all areas
- ☐ dusting/wiping desk & furniture/tables/file cabinets/window ledges
  - ☐ wiping & sanitizing phones & light switches
- ☐ wiping/dusting baseboards/chair rails/chair & table legs/sides of desks & cabinets
- ☐ clean, sweep, mop and sanitizing bathrooms (light switches, replacing liners, cleaning outside of trash cans, cleaning/sanitizing sinks & toilets, cleaning/polishing mirrors/chrome/stainless steel, cleaning/sanitizing/filling soap dispensers, dusting of doors/partitions/walls and tiles
  - ☐ clean, sweep and mop lunchrooms
  - ☐ sweeping & mopping other floors

**Weekly Task**

- ☐ vacuuming mats/carpets
- ☐ cleaning exterior porches and stairs

**Quarterly Task**

- ☐ steam cleaning/waxing floors
- ☐ steam clean chairs and carpets
  - ☐ replacing Liners
- ☐ providing other regular and/or emergency cleaning services on an as needed/as requested basis.



# Government of the United States Virgin Islands

## VIRGIN ISLANDS ENERGY OFFICE

4101 ESTATE MARS HILL, FREDERIKSTED, VI 00840 | PHONE: 340.713.8436 | FAX: 340.772.0063  
4605 TUTU PARK MALL #231, ST. THOMAS, VI 00802 | PHONE: 340.714.8436 | FAX: 340.776.1914  
WEBSITE: [ENERGY.VI.GOV](http://ENERGY.VI.GOV) | EMAIL: [KYLE.FLEMING@EO.VI.GOV](mailto:KYLE.FLEMING@EO.VI.GOV)



OFFICE OF THE DIRECTOR

### SCOPE OF WORK

#### Janitorial Service – St. Thomas

##### Initial Cleaning:

- Trash collection and removal to designated bin
- Horizontal surface dusting and cleaning of office furniture, chairs, and file cabinets
- Sweeping, mopping, and polishing of floors
- Wipe and disinfect doorknobs, telephones, desks, and light switches
- Entrance, reception area, and foyer cleaning
- Kitchen and lounge area cleaning including sinks, countertops, microwaves, toaster, and refrigerator
- Clean, disinfect and sanitize all restroom fixtures, sinks, partitions, walls, etc.
- Cleanse and sanitize all wastebaskets
- Dusting of all high-level areas
- Walls, countertops, floors, desk, etc., spot removal
- Air condition vents cleaning
- Clean light fixtures, baseboards, etc.
- Clean all mirrors and glass doors
- Floor stripping and refinishing
- Place trash in outside garbage receptacle

##### **Weekly Services: Every Friday** *(or alternate days as agreed upon when holiday(s) or Administrative leave falls on a Friday)*

- Trash collection and removal to designated bin
- Horizontal surface dusting and cleaning of office furniture, chairs, and file cabinets
- Sweeping and mopping
- Wipe and disinfect doorknobs, telephones, desks, and light switches
- Entrance, reception area, and foyer cleaning
- Kitchen and lounge area cleaning including sinks, countertops, microwaves, toaster-oven, water fountain dispenser, and refrigerator
- Clean, disinfect and sanitize all restroom fixtures, sinks, partitions, walls, etc.
- Dusting of all high-level areas
- Walls, countertops, floors, desk, etc., spot removal
- Clean all mirrors and glass doors
- Cleanse and sanitize all wastebaskets
- Place trash in outside garbage receptacle





**GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS  
OFFICE OF THE GOVERNOR  
VIRGIN ISLANDS FIRE SERVICE**  
“Providing Safety, Service and Satisfaction”



St. Thomas/St. John: 1005 Ross Taarneberg, St. Thomas, VI 00802 ~ Tel: (340) 774-7610 ~ Fax: (340) 774-4630  
St. Croix: No. 3019 Orange Grove, St. Croix, VI 00820 ~ Tel: (340) 773-8050 ~ Fax: (340) 773-8032

---

## **VIRGIN ISLANDS FIRE SERVICE**

### **JANITORIAL SERVICE**

#### **SCOPE OF WORK**

To provide Janitorial Service at the Virgin Islands Fire Service located at 1005 Ross Taarneberg on St. Thomas, which consists of approximately 8,000 sq. ft. Work shall be performed from 3:00pm -5:00pm

The contractor will furnish all labor, equipment, and supplies to provide the following:

	TYPE OF SERVICE	FREQUENCY
1. Windows (Interior and Exterior)	Clean Windows	Once Per Month
2. Common Areas (Lounge and Lobby)	Sweep, Mop Clean Tables	Twice per week (W & F)
3. Appliances	Microwave and Fridge	Once Per Month
4. Offices	Sweep and Mop	Twice Per Week (W & F)
5. Bathrooms	Clean Entire Bathroom	Twice Per week (W&F)
6. Conference Room	Sweep, Mop and Clean Tables	As Needed
7. Garbage	Garbage Removal Off-Property	Twice Per Week (W&F)





**JOINT FORCE HEADQUARTERS VIRGIN ISLANDS NATIONAL GUARD  
RR1 BOX 9201 KINGSHILL, VI 00850-9731**

**STATEMENT OF WORK FOR JANITORIAL SERVICES  
ESTATE NAZARETH MILITARY COMPOUND**

**20 APRIL 2020**

**SW 1-01 SCOPE:** Furnish all materials, tools, supplies, equipment, labor and professional supervision required to perform custodial services at the Virgin Islands National Guard Estate Nazareth Compound. Work shall include but is not limited to:

- Sweeping and mopping of floors in office areas;
- Vacuuming of carpeted areas;
- Cleaning of conference rooms;
- Dusting desks and work surfaces;
- Cleaning of bookcases, cabinets and display cases;
- Spot cleaning of windows and glass doors;
- Cleaning the outsides of refrigerators and microwave ovens;
- Emptying the trash baskets;
- Cleaning bathrooms to include showers; and
- Replenishing bathroom and office supplies – toilet paper, paper towel, hand soap, trash bags and hand sanitizer.

**SW 1-02 LOCATION**

The location of the work is at the Estate Nazareth Military Compound. Buildings included in this work are as follows:

- SFC Leonard B. Francis (LBF) Readiness Center;
- Gym; and
- Field Maintenance Shop #2 (FMS #2).

The contractor is encouraged to visit the site prior to submitting a proposal.

**The SFC LBF Readiness Center is currently under construction. The work proposed for this building will be performed on the modular office trailers. VING will advise the contractor when to transition from cleaning the modular office trailers to cleaning the SFC LBF building.**

**SW 1-03 EMPLOYER/EMPLOYEE QUALIFICATIONS AND REQUIREMENTS:** The requirements include but are not limited to the following:

- A. The contractor's business must be licensed with the Virgin Islands Department of Licensing and Consumer Affairs (DLCA). Submit a copy of the **business license** with the proposal.
- B. The contractor must be able to provide a current W-9. Submit the **W-9** with original signature with the proposal.
- C. In accordance with the requirements of the Department of Property and Procurement (DPP), the contractor must be registered in the SAM.gov system. Submit a copy of the **SAM.gov registration** with the proposal.
- D. The contractor must also be in good standing with the Lieutenant Governor's Office. Submit a copy of the **Certificate of Good Standing** with the proposal.
- E. The contractor shall secure, pay for and maintain in full force and effect until no longer necessary, all necessary licenses, permits and permissions required by federal, Territorial law, local ordinance, statute or regulations relevant to the work.
- F. The contractor must demonstrate that sufficient insurance coverage is in force to meet the Virgin Islands' government requirements.
- G. The contractor shall acquaint themselves with all conditions that may affect the work as would be evident from a thorough investigation of the project site, drawings, photos and specification covering the work.
- H. It shall be the responsibility of the contractor to carefully examine the physical condition of the project and consider all requirements for the coordination of their work.
- I. All work shall be under the supervision of trained and competent personnel in accordance with OSHA, the National Electric Code (NEC) and other nationally accepted standards and the work shall be according to current industry engineering standards under the control of the Virgin Islands National Guard (VING), Construction and Facilities Management Officer (CFMO).
  - 1) The contractor will designate a full-time Project Supervisor who is qualified to enter the work areas and meets the OSHA definition of a Competent Person.
  - 2) No work shall be performed without the on-site presence of the Project Supervisor.
  - 3) The Project Supervisor shall maintain a Project Log Book and a Waste Disposal Log.
  - 4) The Project Supervisor will be responsible for the performance of the work and will represent the contractor in all respects at the project site. The Supervisor shall be the primary point of contact for the Contracting Officer.

**SW 1-04 WORK TO BE ACCOMPLISHED:** The work to be accomplished shall include but is not limited to the following:

- A. Cleaning of common areas.
- B. Cleaning of offices and conference rooms.
- C. Cleaning and disinfecting of all restrooms. This will include sinks, toilets, shower stalls, fixtures, mirrors, counters and floors. Restroom cleaning also includes the sweeping and mopping of locker rooms.

- D. Cleaning of break rooms. This includes cleaning of tables, counters, sinks and the outsides of refrigerators and microwave ovens.
- E. Emptying of wastebaskets.
- F. Cleaning of glass doors and windows.
- G. Spot cleaning of photo displays, bookcases, tops of cabinets, countertops and other surfaces in common areas.
- H. The contractor will provide all cleaning supplies.**
- I. The contractor will provide and replenish paper towels, toilet paper, trash bags, hand soap and hand sanitizer each cleaning day.**
- J. Cleaning of the drill hall floor will be done once per week.
- K. SFC LBF – cleaned three (3) days per week.
- L. Gym – cleaned two (2) days per week.
- M. FMS #2 – cleaned two (2) days per week. The work does not include cleaning of the vehicle bays.
- N. All days of service per week will be on alternating days.
- O. Once per quarter (September, December, March and June), the contractor will perform a deep and detailed cleaning of the facility. Deep and detailed cleaning shall include:**
  - 1) Detailed cleaning of offices, restrooms, etc.
  - 2) Detailed cleaning of windows (inside and outside).
  - 3) Stripping, waxing and buffing of floors.
- P. The detailed cleaning will be performed on the weekend. The contractor will coordinate with the CFMO for access to the facilities.

#### **SW 1-05 HOURS OF WORK**

- A. Work Schedule: Provide starting date, completion date, days to be worked and hours to be worked. Normal working hours are Monday thru Friday from 8:00 a.m. to 5:00 p.m.
- B. Any request for variance from this specification shall be in writing and submitted to the Contracting Officer at least five (5) working days in advance. Approval shall be at the discretion of the Contracting Officer.

#### **SW 1-06 PERFORMANCE**

- A. Submittal of a proposal by a contractor shall be accepted as prima facie evidence that they have examined all aspects of the work required and have satisfied themselves as to the nature and location of the work and all matters that can in anyway affect the work or cost thereof, under this agreement. Any failure of the contractor to acquaint themselves with all available information including physical survey of the site of the proposed work will not relieve them from successfully performing all work for a complete and acceptable job.
- B. The brief outline above of principal features of the work in no way limits the responsibility of the contractor to perform all work and furnish all labor and materials required by the specifications. Any omission from the specifications or incorrect description thereof shall

not relieve the contractor from performing all work required or furnishing the materials necessary to completely fulfill the intent of the contract.

- C. The contractor shall confine operations at the job-site to areas permitted by the Construction and Facilities Management Officer or their representative. Contractor shall not unreasonably encumber the job site with materials or equipment and shall assume full responsibility for the protection and safekeeping of products stored on the premises.
- D. All work shall comply with standards as expressed in Federal and Territorial Building Codes.
- E. Work will not commence until the Contracting Officer has approved all submittals. Should any part of the submittal be disapproved, the entire submittal will be returned to the contractor until all corrections are made.
- F. At the job completion, the contractor shall clean up the work area and remove all trash and debris from the job site and return site to original or better condition.

#### **SW 1-07 TERM**

- A. The contractor and its employees shall be subject to and shall at all times conform with any and all rules, regulations, policies and procedures pertaining to the security at the above listed facilities. Any violations or disregard for the rules, regulations and policies may be cause for immediate termination of the contractor.
- B. The contractor and its employees shall at all times produce and display picture identification identifying the individual as an employee of the contractor.
- C. The contractor shall obtain the signature of the facility representative upon delivery of the service. The receipt shall be submitted with each invoice.
- D. The contractor shall provide a monthly cost for each named facility.**
- E. The contractor shall provide a quarterly cost for the detailed cleaning of each named facility.**

#### **SW 1-08 PAYMENT**

- A. An invoice will be submitted at the beginning of each month for the service provided in the prior month.
- B. Each invoice shall be itemized with the name and amount for each building covered.
- C. Include the following statement in the body of the invoice with the appropriate date:**  
**"The service was performed on \_\_\_\_\_."**
- D. The invoice shall be accompanied by the appropriate supporting document – "Acknowledgement of Service" document fully completed and signed. This document will be provided by VING at the start of the contract.

#### **SW 1-09 SUSPENSION OF PERFORMANCE IN CASE OF EMERGENCY**

- A. In the event of a natural disaster or other emergency affecting operations at any facility covered by this statement of work, the VING, upon its sole discretion, may notify the contractor that performance of work at that facility is wholly or partially suspended until further notice.
- B. The VING shall compensate the contractor for any services provided up to the date of suspension of performance.

- C. The VING shall notify the contractor when services are to be reinstated and allow a reasonable mobilization period prior to resumption of performance.

**SW 1-10 SAFETY**

- A. Safety requirements shall be in accordance with all Federal and Territorial laws and codes. The current Department of Labor Safety and Health Regulations will govern the overall job safety program. The guidance from current version of the USACE EM 385-1-1 is also acceptable for the overall job safety program.
- B. The contractor will not under any circumstance permit any person to enter the work areas without the appropriate protective clothing and equipment.

**SW 1-11 ENVIRONMENTAL**

- A. The Virgin Islands National Guard (VING) has instituted an environmental Management System Policy (eMS). Its aim is to implement and communicate long-term goals for environmental protection, improvement and stewardship. This could be achieved through continuous monitoring, assessing, reviewing and approving our environmental objectives and targets.
- B. All personnel – military, civilian workers, contractors and visitors – doing business with VING must conform to the eMS protocols in and around VING facilities and training areas. Embodied in the Adjutant General's eMS Policy is the requirement to adhere and comply with all environmental laws, rules, regulations and practices encoded in Federal, Territorial, Department of Defense and VING's laws, rule, regulations and practices.

**NOTE:** Where a conflict exists between the requirements of this specification and any of the above mentioned regulations, the most stringent shall be applicable.



**JOINT FORCE HEADQUARTERS VIRGIN ISLANDS NATIONAL GUARD  
RR1 BOX 9201 KINGSHILL, VI 00850-9731**

**STATEMENT OF WORK FOR JANITORIAL SERVICES  
RECRUITING AND RETENTION OFFICE**

**20 APRIL 2020**

**SW 1-01 SCOPE:** Furnish all materials, tools, supplies, equipment, labor and professional supervision required to perform custodial services at the Virgin Islands National Guard Recruiting and Retention (R&R) Office. Work shall include but is not limited to:

- Sweeping and mopping of floors in office areas;
- Cleaning of conference rooms;
- Dusting desks and work surfaces;
- Cleaning of bookcases, cabinets and display cases;
- Spot cleaning of windows and glass doors;
- Cleaning the outsides of refrigerators and microwave ovens;
- Emptying the trash baskets; and
- Replenishing office supplies – paper towel and trash bags.

**SW 1-02 LOCATION**

The location of the work is at the Recruiting and Retention Office located at Nisky Center.

The contractor is encouraged to visit the site prior to submitting a proposal.

**SW 1-03 EMPLOYER/EMPLOYEE QUALIFICATIONS AND REQUIREMENTS:** The requirements include but are not limited to the following:

- A. The contractor's business must be licensed with the Virgin Islands Department of Licensing and Consumer Affairs (DLCA). Submit a copy of the **business license** with the proposal.
- B. The contractor must be able to provide a current W-9. Submit the **W-9** with original signature with the proposal.
- C. In accordance with the requirements of the Department of Property and Procurement (DPP), the contractor must be registered in the SAM.gov system. Submit a copy of the **SAM.gov registration** with the proposal.
- D. The contractor must also be in good standing with the Lieutenant Governor's Office. Submit a copy of the **Certificate of Good Standing** with the proposal.



## UNCLASSIFIED

- E. The contractor shall secure, pay for and maintain in full force and effect until no longer necessary, all necessary licenses, permits and permissions required by federal, Territorial law, local ordinance, statute or regulations relevant to the work.
- F. The contractor must demonstrate that sufficient insurance coverage is in force to meet the Virgin Islands' government requirements.
- G. The contractor shall acquaint themselves with all conditions that may affect the work as would be evident from a thorough investigation of the project site, drawings, photos and specification covering the work.
- H. It shall be the responsibility of the contractor to carefully examine the physical condition of the project and consider all requirements for the coordination of their work.
- I. All work shall be under the supervision of trained and competent personnel in accordance with OSHA, the National Electric Code (NEC) and other nationally accepted standards and the work shall be according to current industry engineering standards under the control of the Virgin Islands National Guard (VING), Construction and Facilities Management Officer (CFMO).
  - 1) The contractor will designate a full-time Project Supervisor who is qualified to enter the work areas and meets the OSHA definition of a Competent Person.
  - 2) No work shall be performed without the on-site presence of the Project Supervisor.
  - 3) The Project Supervisor shall maintain a Project Log Book and a Waste Disposal Log.
  - 4) The Project Supervisor will be responsible for the performance of the work and will represent the contractor in all respects at the project site. The Supervisor shall be the primary point of contact for the Contracting Officer.

**SW 1-04 WORK TO BE ACCOMPLISHED:** The work to be accomplished shall include but is not limited to the following:

- A. Cleaning of common areas.
- B. Cleaning of offices and conference rooms.
- C. Cleaning of break rooms. This includes cleaning of tables, counters and the outsides of refrigerators and microwave ovens.
- D. Emptying of wastebaskets.
- E. Cleaning of glass doors and windows.
- F. Spot cleaning of photo displays, bookcases, tops of cabinets, countertops and other surfaces in common areas.
- G. The contractor will provide all cleaning supplies.**
- H. The contractor will provide and replenish paper towels and trash bags each cleaning day.**
- I. Cleaning will be done two (2) days per week.
- J. All days of service per week will be on alternating days.
- K. Once per quarter (September, December, March and June), the contractor will perform a deep and detailed cleaning of the facility. Deep and detailed cleaning shall include:**
  - 1) Detailed cleaning of offices.

- 2) Detailed cleaning of windows (inside and outside).
- 3) Stripping, waxing and buffing of floors.
- L. The detailed cleaning will be performed on the weekend. The contractor will coordinate with the CFMO for access to the facilities.

**SW 1-05 HOURS OF WORK**

- A. Work Schedule: Provide starting date, completion date, days to be worked and hours to be worked. Normal working hours are Monday thru Friday from 8:00 a.m. to 5:00 p.m.
- B. Any request for variance from this specification shall be in writing and submitted to the Contracting Officer at least five (5) working days in advance. Approval shall be at the discretion of the Contracting Officer.

**SW 1-06 PERFORMANCE**

- A. Submittal of a proposal by a contractor shall be accepted as prima facie evidence that they have examined all aspects of the work required and have satisfied themselves as to the nature and location of the work and all matters that can in anyway affect the work or cost thereof, under this agreement. Any failure of the contractor to acquaint themselves with all available information including physical survey of the site of the proposed work will not relieve them from successfully performing all work for a complete and acceptable job.
- B. The brief outline above of principal features of the work in no way limits the responsibility of the contractor to perform all work and furnish all labor and materials required by the specifications. Any omission from the specifications or incorrect description thereof shall not relieve the contractor from performing all work required or furnishing the materials necessary to completely fulfill the intent of the contract.
- C. The contractor shall confine operations at the job-site to areas permitted by the Construction and Facilities Management Officer or their representative. Contractor shall not unreasonably encumber the job site with materials or equipment and shall assume full responsibility for the protection and safekeeping of products stored on the premises.
- D. All work shall comply with standards as expressed in Federal and Territorial Building Codes.
- E. Work will not commence until the Contracting Officer has approved all submittals. Should any part of the submittal be disapproved, the entire submittal will be returned to the contractor until all corrections are made.
- F. At the job completion, the contractor shall clean up the work area and remove all trash and debris from the job site and return site to original or better condition.

**SW 1-07 TERM**

- A. The contractor and its employees shall be subject to and shall at all times conform with any and all rules, regulations, policies and procedures pertaining to the security at the above listed facilities. Any violations or disregard for the rules, regulations and policies may be cause for immediate termination of the contractor.
- B. The contractor and its employees shall at all times produce and display picture identification identifying the individual as an employee of the contractor.



## UNCLASSIFIED

- C. The contractor shall obtain the signature of the facility representative upon delivery of the service. The receipt shall be submitted with each invoice.
- D. **The contractor shall provide a monthly cost for the service.**
- E. **The contractor shall provide a quarterly cost for the detailed cleaning of the facility.**

### **SW 1-08 PAYMENT**

- A. An invoice will be submitted at the beginning of each month for the service provided in the prior month.
- B. Each invoice shall be itemized with the name of the facility and the amount for the service.
- C. **Include the following statement in the body of the invoice with the appropriate date:**  
“The service was performed on \_\_\_\_\_.”
- D. The invoice shall be accompanied by the appropriate supporting document – “Acknowledgement of Service” document fully completed and signed. This document will be provided by VING at the start of the contract.

### **SW 1-09 SUSPENSION OF PERFORMANCE IN CASE OF EMERGENCY**

- A. In the event of a natural disaster or other emergency affecting operations at any facility covered by this statement of work, the VING, upon its sole discretion, may notify the contractor that performance of work at that facility is wholly or partially suspended until further notice.
- B. The VING shall compensate the contractor for any services provided up to the date of suspension of performance.
- C. The VING shall notify the contractor when services are to be reinstated and allow a reasonable mobilization period prior to resumption of performance.

### **SW 1-10 SAFETY**

- A. Safety requirements shall be in accordance with all Federal and Territorial laws and codes. The current Department of Labor Safety and Health Regulations will govern the overall job safety program. The guidance from current version of the USACE EM 385-1-1 is also acceptable for the overall job safety program.
- B. The contractor will not under any circumstance permit any person to enter the work areas without the appropriate protective clothing and equipment.

### **SW 1-11 ENVIRONMENTAL**

- A. The Virgin Islands National Guard (VING) has instituted an environmental Management System Policy (eMS). Its aim is to implement and communicate long-term goals for environmental protection, improvement and stewardship. This could be achieved through continuous monitoring, assessing, reviewing and approving our environmental objectives and targets.
- B. All personnel – military, civilian workers, contractors and visitors – doing business with VING must conform to the eMS protocols in and around VING facilities and training areas. Embodied in the Adjutant General’s eMS Policy is the requirement to adhere and comply

## UNCLASSIFIED

with all environmental laws, rules, regulations and practices encoded in Federal, Territorial, Department of Defense and VING's laws, rule, regulations and practices.

**NOTE:** Where a conflict exists between the requirements of this specification and any of the above mentioned regulations, the most stringent shall be applicable.

**DEPARTMENT OF LABOR  
JANITORIAL SERVICE  
SCOPE OF WORK**

This IFB requests a Contractor to provide cleaning and maintenance services at the VIDOL office building located at 2353 Kronprindsens Gade, St. Thomas, which consists of approximately 17,000 sq. ft. on two (2) floors of office space.

. The contractor will furnish all labor, equipment and supplies to provide the following:

1. Sweep and mop all floors on workdays.
2. Dust file cabinets, cubicles and desks on workdays.
3. Clean bathrooms on workdays – sweep and mop floors, clean face basins, mirrors, counter tops, toilet bowls, tank top, seat covers, under seat and urinals.
4. Vacuum six (6) office carpets twice (2) per week.
5. Clean tables in conference rooms and cafeteria on workdays.
6. Clean kitchen on workdays – clean and disinfect sinks in break room, sweep and mop floor, clean counter tops and tables on workdays.
7. Clean glass windows, blinds, and doors when necessary.
8. Empty all trash receptacles, replace bags when necessary and dispose of all trash in receptacle located outside of building in the VIDOL parking lot next to the generator.
9. Wash and disinfect trash receptacles when necessary.
10. Disinfect light switches, door handles, and soap/sanitizer dispensers on workdays.
11. Clean water dispensers on workdays.
12. Clean inside and outside of microwave ovens as necessary.
13. Wipe outside of refrigerator on workdays.
14. Spot clean walls and partitions to remove stains and marks as necessary.
15. Report any maintenance issues/concerns to the Director of Maintenance

**Every Two Months**

Strip, Wax & Polish all vinyl/ceramic tile floors

Work must be performed Monday – Friday, excluding holidays, between 5 p.m. and 7 p.m.

**GOVERNMENT OF THE VIRGIN ISLANDS**  
**DEPARTMENT OF PROPERTY AND PROCUREMENT**

**NON-COLLUSION AFFIDAVIT**

————— 0 —————

..... being duly sworn, deposes and says that —

(1) He is [owner, partner, officer, representative, or agent] of .....

..... the bidder that has submitted that attached bid;

(2) He is duly informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

(3) Such bid is genuine and is not a collusive or sham bid;

(4) Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The Government of the Virgin Islands or any person interested in the proposed contract; and

(5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

\_\_\_\_\_  
Signature of Affidavit

SUBSCRIBED AND SWORN to before me this....., day of .....

Notary Public

## GENERAL PROVISIONS

### (SUPPLY CONTRACT)

#### 1. DEFINITIONS

As Used throughout this contract, the following terms shall have the meaning set forth below:

The term "Contracting Officer" means the Commissioner of the Department of Property & Procurement; and the term includes, except as otherwise provided in the contract, the authorized representative of the Contracting Officer acting within the limits of his authority.

#### 2. CHANGES

The Contracting Officer may at any time, by a written order, and without notice to the sureties, make changes, within the general scope of this contract, in anyone or more of the following: (i) Drawings, designs, or specifications where the supplies to be furnished are to be specially manufactured for the Government in accordance therewith; (ii) method of shipment or packing; and (iii) place of delivery. If any such change causes an increase or decrease in the cost of, or the time required for, the performance of any part of the work under this contract, whether changed or not changed by any such order, an equitable adjustment shall be made in the contract price or delivery schedule, or both, and the contract shall be modified in writing accordingly. Any claim by the contractor for adjustment under this clause must be asserted within 30 days from the date of receipt by the Contractor of the notification of change: Provided, however, That the Contracting Officer, if he decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under this contract. Where the cost of property made obsolete or excess as a result of a change is included in the Contractor's claim for adjustment, the Contracting Officer shall have the right to prescribe the manner of disposition of such property. Failure to agree to any adjustment shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes." However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.

#### 3. EXTRAS

Except as otherwise provided in this contract, no payment for extras shall be made unless such extras and the price thereof have been authorized in writing by the Contracting Officer.

#### 4. VARIATION IN QUALITY

No variation in the quantity of any item called for by this contract will be accepted unless such variation has been caused by conditions of loading, shipping, packing or allowances in manufacturing processes, and then only to the extent, if any, specify elsewhere in this contract.

#### 5. INSPECTION

(a) All supplies (which term throughout this clause includes without limitation raw materials, components, intermediate assemblies, and end products) shall be subject to

inspection and test by the Government, to the extent practicable at all times and places including the period of manufacture and in any event prior to acceptance.

(b) In case any supplies or lots of supplies are defective in material or workmanship or otherwise not in conformity with the requirements of this contract, the Government shall have the right either to reject them (with or without instructions as to their disposition) or to require their correction. Supplies or lots of supplies which have been rejected or required to be corrected shall be removed or, if permitted or required by the Contracting Officer, corrected in place by and at the expense of the Contractor promptly after notice, shall not thereafter be tendered for acceptance unless the former rejection or requirement of correction is disclosed. If the Contractor fails promptly to remove such supplies or lots of supplies which are required to be removed, or promptly to replace or correct such supplies or lots of supplies, the Government either (i) may by contract or otherwise replace or correct such supplies and charge to the Contractor the cost occasioned the Government thereby, or (ii) may terminate this contract for default as provided in the clause of this contract entitled "Default." Unless the Contractor corrects or replaces such supplies within the delivery schedule, the Contracting Officer may require the delivery of such supplies at a reduction in price which is equitable under the circumstances. Failure to agree to such reduction of price shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes."

(c) If any change inspection or test is made by the Government on the premises of the Contractor or a subcontractor, the Contractor without additional charge shall provide reasonable facilities and assistance for the safety and convenience of the Government inspectors in the performance of their duties. If Government inspection or test is made at a point other than the premises of the Contractor or a subcontractor, it shall be at the expense of the Government except as otherwise provided in this contract: Provided, That in case of rejection the Government shall not be liable for any reduction in value of samples used in connection with such inspection or test. All inspections and tests by the Government shall be performed in such a manner as not to unduly delay the work. The Government reserves the right to charge to the Contractor any additional cost of Government inspection and test when supplies are not ready at the time such inspection and test is requested by the Contractor or when reinspection or retest is necessitated by prior rejection. Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, except as otherwise provided in this contract; but failure to inspect and accept or reject supplies shall neither relieve the Contractor from responsibility for such supplies as are not in accordance with the contract requirements nor impose liability on the Government therefor.

(d) The inspection and test by the Government of any supplies or lots thereof does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements which may be discovered prior to acceptance. Except as otherwise provided in this contract, acceptance shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud.

(e) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the supplies hereunder. Records of all inspection work by the Contractor shall be kept complete and available to the Government during the performance of this contract and for such longer period as may be specified elsewhere in this contract.

#### **6. RESPONSIBILITY FOR SUPPLIES**

Except as otherwise provided in the contract, (i) the Contractor shall be responsible for the supplies covered by this contract until they are delivered at the designated delivery point, regardless of the point of inspection; (ii) after delivery to the Government at the designated point and prior to acceptance by the Government or rejection and giving notice thereof by the Government, the Government shall be responsible for the loss or destruction of or damage to the supplies only if such loss, destruction or damage results from the negligence of officers, agents, or employees of the Government acting within the scope of their employment; and (iii) the Contractor shall bear all risks as to rejected supplies after notice of rejection, except that the Government shall be responsible for the loss, or destruction of, or damage to the supplies only if such loss, destruction or damage results from the gross negligence of officers, agents, or employees of the Government acting within the scope of their employment.

#### **7. PAYMENTS**

The Contractor shall be paid, upon the submission of proper invoices or vouchers, the prices stipulated herein for supplies delivered and accepted or services rendered and accepted, less deductions, if any, as herein provided. Unless otherwise specified, payment will be made on partial deliveries accepted by the Government when the amount due on such deliveries so warrants; or when requested by the Contractor, payment for accepted partial deliveries shall be made whenever such payment would equal or exceed either \$1,000 or 50 percent of the total amount of this contract.

#### **8. ASSIGNMENT OF CLAIMS**

(a) Pursuant to the provisions of the Assignment of Claims Act (5 VIC 1201 et. seq.) if this contract provides for payments aggregating \$1,000 or more, claims for moneys due or to become due to the Contractor from the Government under this contract may be assigned to a bank, trust company, or other financial institution, including any Federal lending agency, and may thereafter be further assigned and reassigned to any such institution. Any such assignment or reassignment shall cover all amounts payable under this contract and not already paid, and shall not be made to more than one party, except that any such

assignment or reassignment may be made to one party as agent or trustee for two or more parties participating in such financing. Unless otherwise provided in this contract, payments to an assignee of any moneys due or to become due under this contract shall not, to the extent provided in said Act, as amended, be subject to reduction or set off.

#### **9. ADDITIONAL BOND SECURITY**

If any surety upon any bond furnished in connection with this contract becomes unacceptable to the Government of if any such surety fails to furnish reports as to his financial condition from time to time as requested by the Government, the Contractor shall promptly furnish such additional security as may be required from time to time to protect the interests of the Government and of persons supplying labor or materials in the prosecution of the work contemplated by this contract.

#### **10. EXAMINATION OF RECORDS**

(The following clause is applicable if the amount of this contract exceeds \$1,000.00 and was entered into by means of negotiation, but is not applicable if this contract was entered into by means of formal advertising.)

(a) The Contractor agrees that the Government Comptroller of the U. S. Virgin Islands or any of his duly authorized representatives shall, until the expiration of three years after final payment under this contract, have access to and the right to examine any directly pertinent books, documents, papers, and records of the Contractor involving transactions related to this contract.

(b) The Contractor further agrees to include in all his subcontracts hereunder a provision to the effect that the subcontractor agrees that the Government Comptroller of the Virgin Islands or any of his duly authorized representatives shall, until the expiration of three years after final payment under the subcontract, have access to and the right to examine any directly pertinent books, documents, papers, and records of such subcontractor, involving transactions related to the subcontract. The term "subcontract" as used in this clause excludes (i) purchase orders not exceeding \$1,000 and (ii) subcontractors or purchase orders for public utility services at rates established for uniform applicability to the general public.

#### **11. DEFAULT**

(a) The Government may, subject to the provisions of paragraph (c) below, by written notice of default to the Contractor, terminate the whole or any part of this contract in any one of the following circumstances:

(i) if the Contractor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or

(ii) if the Contractor fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure

such failure within a period of 10 days (or such longer period as the Contracting Officer may authorize in writing) after receipt of notice from the Contracting Officer specifying such failure.

(b) In the event the Government terminates this contract in whole or in part as provided in paragraph (a) of this clause, the Government may procure, upon such terms and in such manner as the Contracting Officer may deem appropriate, supplies or services similar to those so terminated, and the Contractor shall be liable to the Government for any excess costs for such similar supplies or services: Provided, That the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

(c) Except with respect to defaults of subcontractors, the Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the supplies or service fees to be furnished by the subcontractor was obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.

(d) If this contract is terminated as provided in paragraph

(a) of this clause, the Government, in addition to any other rights provided in this clause, may require the Contractor to transfer title and deliver to the Government, in the manner and to the extent directed by the Contracting Officer, (i) any completed supplies, and (ii) such partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called "manufacturing materials") as the Contractor has specifically produced or specifically acquired for the performance of such part of this contract as has been terminated; and the Contractor shall, upon direction of the Contracting Officer, protect and preserve property in possession of the Contractor in which the Government has an interest. Payment for completed supplies delivered to and accepted by the Government shall be at the contract price. Payment for manufacturing materials delivered to and accepted by the Government and for the protection and preservation of property shall be in an amount agreed upon by the Contractor and Contracting Officer; failure to agree to such amount shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes." The Government may withhold from amounts otherwise due the Contractor for such completed supplies or manufacturing materials such sum as the Contracting Officer determines to be

necessary to protect the Government against loss because of outstanding liens or claims of former lien holders.

(e) If, after notice of termination of this contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the Government, be the same as if the notice of termination had been issued pursuant to such clause. If, after notice of termination of this contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, and if this contract does not contain a clause providing for termination for convenience of the Government, the contract shall be equitably adjusted to compensate for such termination and the contract modified accordingly; failure to agree to any such adjustment shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes."

(f) The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

## **12. DISPUTES**

(a) Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Contracting Officer, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Contracting Officer shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the Contracting Officer a written appeal addressed to the Attorney General. The decision of the Attorney General or his duly authorized representative shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this clause, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the Contracting Officer's decision.

(b) This "Disputes" clause does not preclude consideration of law questions in connection with decisions provided for in paragraph (a) above:- Provided, That nothing in this contract shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

## **13. NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT**

The provisions of this clause shall be applicable only if the amount of this contract exceeds \$10,000.

(a) The Contractor shall report to the Contracting Officer, promptly and in reasonable written detail, each notice or claim of patent or copyright infringement based on the performance of this contract of which the Contractor has knowledge.

(b) In the event of any claim or suit against the Government on account of any alleged patent or copyright infringement arising out of the performance of this contract or out of the use of any supplies furnished or work or services performed hereunder, the Contractor shall furnish to the Government when requested by the Contracting Officer, all evidence and information in possession of the Contractor pertaining to such suit or claim. Such evidence and information shall be furnished at the expense of the Government except where the Contractor has agreed to indemnify the Government.

#### **14. BUY AMERICAN ACT**

(a) In acquiring end products, the Buy American Act (41 U.S. Code 10a□d) provides that the Government give preference to domestic source end products. For the purpose of this clause:

(i) "components" means those articles, materials, and supplies, which are directly incorporated in the end products;

(ii) "end products" means those articles, materials, and supplies, which are to be acquired under this contract for public use; and

(iii) "a domestic source end product" means (A) an unmanufactured end product which has been mined or produced in the United States and (B) an end product manufactured in the United States if the cost of the components thereof which are mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. For the purposes of this (a) (iii) (B), components of foreign origin of the same type or kind as the products referred to in (b) (ii) or (iii) of this clause shall be treated as components mined, produced, or manufactured in the United States.

(b) The Contractor agrees that there will be delivered under this contract only domestic source end products, except end products;

(i) which are for use outside the United States;

(ii) which the Government determines are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality;

(iii) as to which the Secretary determines the domestic preference to be inconsistent with the public interest; or

(i) which are for use outside the United States;

(ii) which the Government determines are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality;

(iii) as to which the Secretary determines the domestic preference to be inconsistent with the public interest; or

(iv) as to which the Secretary determines the cost to the Government to be unreasonable.

(The foregoing requirements are administered in accordance with Executive Order No. 10582, dated December 17, 1954.)

#### **15. CONVICT LABOR**

In connection with the performance of work under this contract, the Contractor agrees not to employ any person undergoing sentence of imprisonment at hard labor.

#### **16. OFFICIALS NOT TO BENEFIT**

No member of the Legislature, or Delegate to the United States Congress, or official or employee of the Executive Branch of the Government of the Virgin Islands, shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

#### **17. COVENANT AGAINST CONTINGENT FEES**

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty the Government shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

#### **18. SAFETY**

The Contractor shall maintain an adequate safety program to insure the safety of contractor employees, subcontractor employees, and all other individuals working under this contract. The Virgin Islands Occupational Safety and Health Act (OSHA) provides for safety and health protection for employees on the job. The contractor is required to comply with the OSHA standards. In addition, the contractor must also provide the GVI with a written safety program that he intends to follow in pursuing work under this contract. No work under this contract will be permitted until the GVI is assured that the contractor has an adequate safety program in effect.



## TERMINATION OF CONTRACTS

— 0 —

### CONVENIENCE OF THE GOVERNMENT

- (a) The performance of work under this contract may be terminated by the Government in accordance with this clause in whole, or from time to time in part, whenever the Contracting Officer shall determine that such termination is in the best interest of the Government. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance by delivery to the Contractor of a Notice of Termination specifying the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.
- (b) After receipt of a Notice of Termination, and except as otherwise directed by the Contracting Officer, the Contractor shall:
  - (i) stop work under the contract on the date and to the extent specified in the Notice of Termination;
  - (ii) place no further orders or subcontracts for materials, services or facilities, except as may be necessary for completion of such portion of the work under the contract as is not terminated;
  - (iii) terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the Notice of Termination;
  - (iv) assign to the Government, in the manner, at the times, and to the extent directed by the Contracting Officer, all of the right, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case the Government shall have the right, in its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
  - (v) settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Contracting Officer, to the extent, he may require, which approval or ratification shall be final for all the purposes of this clause;
  - (vi) transfer title and deliver to the Government in the manner, at the times, and to the extent, if any, directed by the Contracting Officer (A) the fabricated or unfabricated parts, work in progress, completed work, supplies, and other material produced as a part of, or acquired in connection with the performance of, the work terminated by the Notice of Termination, and (B)

the completed or partially completed plans, drawings, information, and other property which, if the contract had been completed, would have been required to be furnished to the Government.

- (vii) use his best efforts to sell, in the manner, at the times, to the extent, and at the price or prices directed or authorized by the Commissioner of Property and Procurement, any property of the types referred to in (vi) above; provided, however, that the Contractor (A) shall not be required to extend credit to any purchaser, and (B) may acquire any such property under the conditions prescribed by and at the price or prices approved by the Commissioner of Property and Procurement and provided further that the proceeds of any such transfer or disposition shall be applied in reduction of any payments to be made by the Government to the Contractor under this contract or shall otherwise be credited to the price or cost of the work covered by this contract or paid in such other manner as the Commissioner of Property and Procurement may direct;
  - (viii) complete performance of such part of the work as shall not have been terminated by the Notice of Termination; and
  - (ix) take such action as may be necessary, or as the Commissioner of Property and Procurement may direct, for the protection and preservation of the property related to this contract which is in the possession of the Contractor and in which the Government has or may acquire an interest.
- (c) After receipt of the Notice of Termination, the Contractor shall submit to the Commissioner of Property and Procurement his termination claim, in the form and with certification prescribed by the Commissioner of Property and Procurement. Such claim shall be submitted promptly but in no event later than one year from the effective date of termination, unless one or more extensions in writing are granted by the Commissioner of Property and Procurement, upon request of the Contractor made in writing within such one year period or authorized extension thereof. However, if the Commissioner of Property and Procurement determines that the facts justify such action, he may receive and act upon failure of the Contractor to submit his termination claim within the time allowed, the Commissioner of Property and Procurement may determine, on the basis of information available to him, the amount, if any, due to the Contractor by any reason of the termination and shall thereupon pay to the Contractor the amount so determined.
- (d) Subject to the provisions of paragraph (c), the Contractor and the Commissioner of Property and Procurement may agree upon the whole or any part of the amount or amounts to be paid to the Contractor by reason of the total or partial termination of work pursuant to this clause, which amount or amounts may include a reasonable allowance for profit on work done; provided, that such agreed amount or amounts, exclusive of settlement costs, shall not exceed the total contract price as reduced by the amount of payments otherwise made and as further reduced by the contract price of work not terminated. The contract shall be amended accordingly, and the Contractor shall be paid

the agreed amount. Nothing in paragraph (e) of this clause, prescribing the amount to be paid to the Contractor in the event of failure of the Contractor and the Commissioner of Property and Procurement to agree upon the whole amount to be paid to the Contractor by reason of the termination of work pursuant to this clause, shall be deemed to limit, restrict or otherwise determine or affect the amount or amounts which may be agreed to be paid to the Contractor pursuant to this paragraph (d):

- (i) for completed supplies, materials and equipment or services accepted by the Government (or sold or acquired as provided in paragraph (b) (vii) above) and not theretofore paid for, a sum equivalent to the aggregate price for such supplies or services computed in accordance with the price or prices specified in the contract, appropriately adjusted for any saving for freight or other charges;
- (ii) the total of —
  - (A) the costs incurred in the performance of the work terminated, including initial costs and preparatory expense allocable thereto, but exclusive of any costs attributable to supplies or services paid or to be paid for under paragraph (e) (i) hereof;
  - (B) the cost settling and paying claims arising out of the termination of work under subcontracts or orders, as provided in paragraph (b) (v) above, which are properly chargeable to the terminated portion of the contract (exclusive of amounts paid or payable on account of supplies or materials delivered or services furnished by subcontractors or vendors prior to the effective date of the Notice of Termination, which amounts shall be included in the costs payable under (A) above; and
  - (C) a sum, as profit on (A) above, determined by the Contracting Officer to be fair and reasonable; provided, however, that if it appears that the Contractor would have sustained a loss on the entire contract had it been completed, no profit shall be included or allowed under this subdivision (C) and an appropriate adjustment shall be made reducing the amount of the settlement to reflect the indicated rate of loss; and
- (iii) the reasonable costs of settlement, including accounting, legal, clerical and other expenses reasonably necessary for the preparation of settlement claims and supporting data with respect to the terminated portion of the contract and for the termination and settlement of subcontract thereunder, together with reasonable storage, transportation and other costs incurred in connection with the protection or disposition of property allocable to this contract.

## TERMS AND CONDITIONS OF THE INVITATION FOR BIDS (SUPPLY CONTRACTS)

1. PREPARATION OF BIDS: (a) Bidders are expected to examine the drawings, specifications, invitations, and all instructions. Failure to do so will be at the bidder's risk. (b) Bids must be in ink or printed on the bid forms furnished herewith. Bids submitted in pencil will be rejected. Bids containing alterations or erasures will be rejected, unless the alteration or erasure is crossed out and correction thereof printed in ink or typewritten adjacent thereto and initialed by the person signing the bid. In addition, a statement must be furnished with the bid, signed by the bidder explaining the correction of the alteration or erasure. (c) If the bidder is a partnership, a letter of authorization shall be furnished and signed by all of the general partners. If the bidder is a proprietor, and the person signing the bid is other than the owner, a letter of authorization signed by the owner shall be furnished. The Contracting Officer will retain all such proof on file for acceptance of future bids, if requested to do so. (d) The bidder must sign his proposal correctly and in ink. If the proposal is offered by an individual or partnership, his name, office and post office addresses must be shown. If offered by a corporation, the person signing the proposal must give his name, title, and business address. Anyone signing a proposal as agent must file legal evidence of his authority to do so, and that the signature is binding upon the firm or corporation. (e) Alternate bids will not be considered unless authorized by the invitation. Alternate bids are those offered which do not meet the specification and are not considered approved equal to the item specified. (f) When not otherwise specified, the bidder must state a definite time of proposed delivery. (g) Time, if stated as a number of days will include Sundays and holidays. 2. SUBMISSION OF BIDS: (a) Bids and modifications thereof shall be enclosed in sealed envelopes addressed to the issuing office, with the name and address of the bidder, the date and hour of opening, and the invitation number on the face of the envelope. Bids shall be submitted so as to be received in the Office of the Contracting Officer not later than the exact time set for opening of bids. To be considered for award, a bid must comply in all material respects with the invitation for bids so that, both as to the method and timeliness of submission, and as to the substance of any resulting contract, all bidders may stand on an equal footing and the integrity of the formal advertising system may be maintained. (b) Telegraphic bids shall not be considered unless permitted by the Invitation for Bids. Where telegraphic bids are authorized, a telegraphic bid received by telephone from the receiving telegraph office not later than the time set for opening of bids, shall be considered if such bid is confirmed in writing by the telegraph company and by sending a copy of the telegram which forms the basis for the telephone call. (c) Bids may be modified by telegraphic notice provided such notice is received prior to the time set for the opening of the bids. (d)

Sample of items, when required, must be submitted within the time specified, and unless otherwise specified by the Government. If not destroyed by testing, samples will be returned at bidders' request and expense unless otherwise specified by the Invitation. (e) In the event no bid is to be submitted, Bidders are advised not to return the Invitation unless otherwise specified. However, a letter or post card shall be sent to the Issuing Office advising whether future Invitations for the type of supplies or services covered by the Invitation is desired. Failure to so advise the Issuing Office may be interpreted against the bidder. 3. WITHDRAWAL OF BIDS: Bids may be withdrawn only by written or telegraphic notice provided that such notice is received prior to the time set for opening of the bid. 4. LATE BIDS: (a) Bids received at the Office of the Contracting Officer after the precise time set in the Invitation for Bids are late bids. (b) A late bid shall be considered for award only if it is received before award; and either; (i) It was sent by mail including registered or certified for which an official dated post office stamp (*Postmark*) on the envelope has been obtained, or by telegraph if authorized, and it is determined that the lateness was due solely to a delay in the mails or to a delay by the telegraph company for which the bidder was not responsible; or (ii) If submitted by mail- or by telegram where authorized-it was received at the Office of the Contracting Officer in sufficient time to be opened as required in the Invitation but except for delay due to mishandling on the part of the Government. The only evidence acceptable to establish timely receipt at the Office of the Contracting Officer is that which can be established upon examination of an appropriate time stamp or a written statement from an official of the U. S. Postal Service. (c) **Hand-Carried Bids:** A late hand-carried bid, or any other late bid not submitted by mail or telegram, shall not be considered for award. (d) **Registered Mail:** The time of mailing of a late bid, mailed by registered mail, may be determined by the date of the postmark on the registered mail receipt or registered mail wrapper. The time of mailing shall be deemed to be the last minute of the date shown in such postmark unless the bidder furnishes evidence from the post office station of mailing which establishes an earlier time. If the postmark does not show a date, the bid shall be deemed to have been mailed too late unless the bidder furnishes evidence from the post office of mailing which establishes timely mailing. (e) **Certified Mail:** The time of mailing a late bid; mailed by Certified Mail for which a postmarked Receipt for Certified Mail was obtained, shall be deemed to be the last minute of the date shown on the postmark on such receipt where: (i) the Receipt for Certified Mail identifies the post office station of mailing and the bidder furnishes evidence from such station that the business day of that station ended at an earlier time, in which case the time of mailing shall be deemed to be last minute of the business day of that station; or (ii) an entry in ink on

the Receipt of Certified Mail, showing the time of mailing and the initials of the postal employee receiving the item and making the entry, is appropriately verified in writing by the post office station of mailing in which case the time of mailing shall be the time shown in the entry. If the postmark does not show a date, the bid shall be deemed to have been mailed too late. (f) **Metered Mail:** Bids or modifications thereof transmitted in a metered envelope received after the time set for opening will be deemed to have been mailed on the last minute of the day indicated by the metered stamp unless in such event a bidder is able to submit clear and convincing proof as to the actual or approximate time of mailing. 5. IDENTIFICATION OF OFFER: Bidders shall show brand name, catalog number, model and so forth as applicable on bid form covering the product they are bidding on and propose to furnish. If not shown, it will be considered and understood to be that the make and model, shown in the Schedule, as a reference, will be supplied. 6. CASH DISCOUNT PROVISIONS: (a) Discounts offered for a period of less than 20 days will not be considered in making award. Bids offering discounts for payment within periods in excess of twenty (20) days will be evaluated for the purpose of award. (b) In connection with discounts offered, time will be completed from date of acceptance of the supplies by the Government. Provided, however, that the Government is not unreasonably nor unduly negligent in accepting shipment. 7. AWARD OF CONTRACT: (a) Unless all bids are rejected, award will be made by written notice, within the time specified for acceptance, to that responsible bidder whose bid, conforming to the Invitation for Bids, offers the most advantageous service to the Government, quality offered, delivery terms and service reputation taken into consideration. (b) The Government may award items separately or by grouping items in total lots. (c) The Government may, during the term of any contract entered into, increase or decrease the quantities but no such increase or decrease will exceed twenty-five (25%) per cent of the quantity bid upon. 8. REJECTION OF BIDS: The Government may, after opening but prior to award and within the time specified for acceptance, reject any or all bids, or the bid for any one or more commodities or contracted services included in the proposed contract, when the public interest will be served thereby. 9. PRICES: (a) All prices bid shall be firm and not subject to increase if accepted during the acceptance period. Bids containing an "escalation clause" will not be considered unless specifically authorized by the Government in the Invitation for Bids. (b) For each item bid, a unit price and a total for the quantity must be stated. The unit price shall always control. (c) All prices shall be F.O.B. (Free On Board) destination. The seller hereunder must at his own expense and risk, transport the goods to the named place and there tender delivery.

## 1. SUBMISSION OF BIDS- HAND-CARRIED

All interested parties shall submit *one (1)* original and *four (4)* copy sets of bids, which are to be delivered to the Department of Property and Procurement no later than **Monday, August 3, 2020 at 10:00 a.m.** Atlantic Standard Time.

They shall be addressed to:

Anthony D. Thomas  
Commissioner  
Department of Property & Procurement  
8201 Subbase, 3<sup>rd</sup> Floor  
St. Thomas, Virgin Islands

**THE SEALED ENVELOPE CONTAINING THE BIDS MUST HAVE THE FOLLOWING INFORMATION WRITTEN ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE:**

SEALED BIDS-DO NOT OPEN

**IFB045GVIT20 (S)**

(Name of Bidder)

(Mailing Address of Bidder)

(Telephone Number of Bidder)

(Email Address of Bidder)

## 2. SUBMISSION OF BIDS- ELECTRONIC SUBMISSIONS

All interested parties shall submit an *electronic submission* to [ebids\\_proposals@dpp.vi.gov](mailto:ebids_proposals@dpp.vi.gov) no later than **Monday, August 3, 2020, at 10:00 a.m.** Atlantic Standard Time.

Electronic submissions must also include the **Company's Name- Solicitation Number and Due Date**. The second page of each electronic submission **must only contain** the following words in red font: "**CONFIDENTIAL BID SUBMISSION**"

**THE ELECTRONIC SUBMISSION OF BIDS MUST HAVE THE FOLLOWING INFORMATION TYPED INTO THE SUBJECT LINE OF EMAIL:**

Send	To	<a href="mailto:ebids_proposals@dpp.vi.gov">ebids_proposals@dpp.vi.gov</a>
	Cc	
	Bcc	
Subject		ABC Company, Inc.- IFB000ABCT20 (C)- Due Date

It shall be the bidder's responsibility to deliver bids to the Department of Property and Procurement before the date and time set for the closing of acceptance of bids. Bids received after the official deadline will be considered **LATE** and will **NOT** be considered.